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About the Instructions

The instructions include fiscal note and system guidance

The 2002 Fiscal Note Instructions are intended to provide all the information needed to prepare a fiscal note. It presents the required elements of a fiscal note and describes how to use the Internet Fiscal Note System to prepare and submit the fiscal notes to OFM and the Legislature. The instructions are organized this way:

Section 1: Describes the purpose of the fiscal note and the fiscal note process.

Section 2: Provides general information about preparing the fiscal note.

Section 3: Provides detailed information on each section of the fiscal note and how to use the Internet Fiscal Note System to enter and transmit the information.

Section 4: Provides information on other features of the Internet Fiscal Note System.

The Fiscal Note Help Desk can offer further assistance

If you need additional help, either in using the Internet Fiscal Note System or in some aspect of developing the note itself, please contact the Fiscal Note Help Desk at (360) 902-0578 or FiscalNote.HelpDesk@ofm.wa.gov.

Viewing Distributed Fiscal Notes

You can view distributed fiscal notes at the OFM Web site: http://www.ofm.wa.gov/fns/.

New and Improved Features of the System

The latest release of the OFM Fiscal Note System includes several new features and vast improvements to existing procedures. These include:

- Response Time – Users will notice that the time the system needs to perform some functions and release those results back to the user has dramatically improved.
- Pagination – Breaking the results into segments represented by pages reduces the amount of effort necessary to display the information on the computer. This also gives better control to the user.
- Improved Search Function – The Search function now searches the entire fiscal note database and will list all agencies assigned to prepare a fiscal note on a specific bill.
- Delete Version Capability – This feature allows the deletion of a fiscal note that has not yet been released to OFM.
- Refresh Rate – This feature allows the console to automatically refresh the contents. Users have the option to select from a range of times. Combined with the pagination function, this option becomes much more useful since the time to fill the console has been dramatically reduced.
- Jump to Fiscal Note Function – This function appears at every tab on the **Fiscal Note** screen allowing the user to go to another bill without going back to the console.

SECTION 1

What is the Fiscal Note Process?

1.1 What is a fiscal note?

Statement of fiscal impact

A fiscal note is a statement of the fiscal impact of legislation or a legislative proposal. A request is always linked to a particular version of a bill, draft bill, or bill amendment. The primary objective of a fiscal note is to provide the best possible estimate of the expenditure and cash receipt implications of proposed legislation. This estimate is based on the best and most rationale set of assumptions. There are three types of fiscal notes: state, local, and judicial.

1.2 What is the role of the Office of Financial Management?

Statutory Requirement

RCW 43.88A requires that the Office of Financial Management (OFM) coordinate the development of fiscal impact statements (fiscal notes) on legislation or legislative proposals. OFM must also approve fiscal notes for form, accuracy, and completeness and distribute the fiscal notes.

Objective

OFM's objective is to distribute a complete package of fiscal notes in time for the legislative hearing.

1.3 What is the role of agencies?

High quality and objectivity

Agencies prepare fiscal notes for submittal to OFM and the Legislature using their knowledge of affected programs to estimate the cost of implementing legislative proposals. Agencies need to be factual and objective in their fiscal notes and share assumptions with other agencies preparing fiscal notes on the same legislation. The assumptions used by multiple agencies preparing a fiscal note on the same bill must be consistent and fit into one cohesive package.

1.4 What is the fiscal note process?

A request usually starts the process

In most cases, the Legislature initiates the request for a fiscal note. The Legislature forwards this request to the Office of Financial Management (OFM) for action through the Internet Fiscal Note System. Occasionally OFM or agencies may request or initiate the development of a fiscal note.

The fiscal note request will specify:

- The bill, draft bill, or amendment to be analyzed,
- The name of the individual making the request,
- A legislative staff contact,
- The desired due date, and
- Any special instructions.

What does OFM do with the request?

Upon receiving the fiscal note request, an OFM analyst will read the associated bill or draft to determine which agencies should be asked to prepare a fiscal note. OFM designates a lead agency and identifies the OFM analyst assigned to review the completed notes. OFM will then send the request to the assigned agencies via email. The request information will also be available in the system including a link to the bill or draft language.

Agencies then prepare the fiscal note

Each agency assigned the request prepares a fiscal note for its agency. The Local Government Fiscal Note Program within the Department of Community, Trade, and Economic Development prepares **local government fiscal notes**. The Office of the Administrator for the Courts prepares **judicial impact fiscal notes**. If a new agency is created by the legislation, an existing agency will be asked to prepare a fiscal note identifying the fiscal impact of the new agency. Once the fiscal note is prepared and approved, the agency transmits it to OFM for review. OFM cannot view a fiscal note until the agency releases it to OFM. The Internet Fiscal Note System supports the preparation, approval, and transmittal steps.

What is the role of the lead agency?

The lead agency is responsible for coordinating the shared assumptions underlying the fiscal notes written by the various agencies. This may involve getting all the affected agencies together to discuss the bill and the assumptions.

In a timely manner, the lead agency should also identify their assumptions in the Internet Fiscal Note System on the Request tab.

How much time do agencies have to complete the fiscal note?

In most cases, the Legislature is requesting a fiscal note in order to have the fiscal impact information in hand at the time it plans to review the bill. Thus they would like to receive the fiscal note at least 24 hours before a scheduled hearing. To facilitate this, OFM generally gives the agency a due date at least 72 hours from the time of the request. Sometimes the due date may be pushed forward or back to reflect the requirements indicated on the request. As a result of legislation passed in the 2000 session (Chapter 182, Laws of 2000), those preparing local government fiscal notes will usually be given a due date seven calendar days from the date of the request.

The Internet Fiscal Note System will note the next scheduled hearing date associated with each request to assist all parties in meeting the quick turnaround requirement.

OFM reviews the completed fiscal notes

OFM is also required to approve fiscal notes for legislative-approved form, accuracy, reasonableness, and completeness before distributing them to the Legislature. An OFM budget analyst may have questions about the submitted fiscal note and may ask an agency to revise a note. Fiscal notes are not official until they are distributed by OFM.

OFM is charged with distributing approved fiscal notes

After approval, OFM distributes completed fiscal note packages electronically through the Internet. They are also posted on the OFM Web site. Email notification with a link to the published fiscal note is sent to the requester of the fiscal note, the OFM budget analyst, and the agency.

Agencies must submit fiscal notes to OFM for review, approval, and formal distribution. Agencies are **not** to distribute fiscal note directly. However, agencies may share draft fiscal notes with legislative staff to facilitate communication. These should be clearly marked “DRAFT” to ensure that they are not mistaken for an approved fiscal note. Agencies should coordinate with their OFM analyst when sharing draft fiscal notes.

SECTION 2

General Guidance for Preparing Fiscal Notes

2.1 Follow these guidelines when preparing fiscal notes

Be objective and factual

The primary objective of a fiscal note is to provide the best possible estimate of the expenditure and cash receipt impacts of proposed legislation. It should be factual, informative, and concise. Fiscal notes should be as objective as possible.

Respond to the bill language

A fiscal note should focus on the cost implication of only one bill, without consideration of other bills or speculation beyond the language actually contained in the proposal.

Don't discuss bill merits

Comments or opinions relative to the merits of a bill are not appropriate in a fiscal note. Such comments should be made through other means, including testimony, meetings, or letters to legislators.

State your assumptions

Clearly explain the agency assumptions of what the bill means. Cost estimates should be based on these assumptions. It is possible for more than one set of assumptions to be used, as long as these assumptions are reasonable, explicit, and not chosen to deliberately sway opinion on the bill.

Avoid jargon

The fiscal note narrative should be written for a general audience. Be as clear as possible and avoid overuse of jargon and acronyms. When using acronyms, spell it out the first time it is used; e.g., Office of Financial Management (OFM).

Use current dollars

State the expenditure impact in current dollars for the entire period covered by the fiscal note. *Do not use an inflation factor to increase expenditures in future years*.

Keep your work papers handy

We advise agencies to maintain all agency work sheets and data used in preparing fiscal notes for at least two years following the applicable legislative session.

2.2 Answers to common questions - fiscal impact and funding

What if there appears to be no fiscal impact related to the legislation?

If the proposed legislation has no fiscal impact, the agency should check the "no fiscal impact" box (found on the Summary tab in the Internet Fiscal Note System). If the reason that the bill has no fiscal impact is not obvious, then the agency should provide a brief explanation of its assumptions. Also complete the New Rules section if applicable.

NOTE: Once OFM makes a fiscal note request, the request will not be withdrawn unless OFM is asked to do so by the original legislative requester. If an agency believes there is no fiscal impact, then it should document this with a fiscal note with the "No Fiscal Impact" box checked.

What if the impact is less than $50,000?

If the proposed legislation has a fiscal impact less than $50,000 each fiscal year, the agency should check the appropriate box (found on the Summary tab in the Internet Fiscal Note System) and complete these sections:

- Estimated Cash Receipts,
- Estimated Cash Expenditures by fund,
- FTEs, and
- Capital or New Rules, if applicable.

The agency is not required to complete:

- Estimated Cash Receipts or Estimated Cash Expenditures narrative
- Estimated Expenditures by Object or by Program

What if there is a probable but as yet unquantifiable impact?

Agencies should identify assumptions and estimate costs even when uncertainty exists. In those few cases when no data exists to support a reasonable set of assumptions, agencies may describe the cash receipt or expenditure impact as “indeterminate.” Before making this determination, agencies should attempt to obtain the information necessary to develop estimates or call the legislative contact person.

If after this, the agency is still unable to obtain sufficient information to prepare a valid fiscal note, it should check the "Indeterminate Cash Receipts" and/or "Indeterminate Expenditure Impact" boxes. The agency should then use the narrative portions in those sections to specify the factors that prevent preparing an adequate fiscal note.

Agencies can identify a range of possible cash receipts or expenditures in the narrative sections of the fiscal note as a way to clarify that the estimates are uncertain. However, agencies must select the single fiscal estimate that reflects the most likely assumptions and scenario and enter this information in the financial portions of the fiscal note.

What if the legislation proposes using dedicated revenues?

Frequently, legislation proposes using funding from a continuing or special source of revenue. Fiscal notes should indicate the fiscal impact on any public fund, including current or proposed dedicated fund sources.

What if the bill contains an appropriation?

If a fiscal note is requested on a bill containing an appropriation, estimate cash receipts and expenditures without regard to the amount of the appropriation. Reference the appropriation in the narrative section of the fiscal note, but do not include it in the financial detail portions of the note.

What if related funding is provided in a budget bill?

If a fiscal note is requested on a bill where funding is provided in a budget bill, estimate cash receipts and expenditures without regard to the amount of funding provided in the budget bill. Reference the amount in the narrative section of the fiscal note, but do not include it in the financial detail portions of the note.

What if the agency can absorb the costs?

In some cases, the workload and associated costs resulting from legislation can be absorbed by the agency. In these instances, identify all incremental costs and workload in the expenditure and FTE sections of the fiscal note. The agency may express a willingness to absorb costs as an assumption, but this should be accompanied by an explanation of programs or activities that would be displaced.

What if there appears to be a local government or judicial impact?

In some cases, legislation may impact local government and courts. The agency is not required to estimate this; but where possible, the agency should identify the units affected and share this information with the Department of Community, Trade, and Economic Development, the agency responsible for preparing local government fiscal notes, or with the Office of Administrator for the Courts, the agency responsible for preparing judicial fiscal notes.

What if the bill affects more than one agency?

When a bill or draft affects more than one agency, OFM will request each agency to prepare a fiscal note detailing the fiscal impact related to its own operations (unless otherwise instructed). In order to present a comprehensive picture of the fiscal impact of the legislation, the completed notes are sent to the Legislature as one package. OFM prepares a summary fiscal note identifying the cash receipt, expenditure, and/or FTE impact to each agency affected by the legislation. The local government and judicial impact also is included when applicable.

Multi-agency fiscal notes should be developed using the same set of assumptions for all agencies (e.g., caseload, duration of impact, meaning of bill language, etc.), so the packaging of the individual notes makes sense. One agency, typically the one most affected by the legislation, is assigned as the lead agency. This agency is responsible for coordinating the shared assumptions underlying the fiscal notes written by the various agencies. Agencies must communicate with each other to avoid conflicting assumptions, double-counting, or omissions. Common errors include:

- An overlap of information caused by more than one agency reporting the same revenues or expenditures;
- No coverage of the cost of a new commission or advisory council;
- Different workload numbers used by agencies affected by the bill; and
- Conflicting assumptions on staffing, rates, or revenues.

Any conflict of assumptions among individual fiscal notes will delay distribution of the final package to the Legislature. Late submittals from one or more of the contributing agencies also cause delays.

If an agency knows of other agencies affected by the legislation that have not been asked to prepare a fiscal note, please notify the OFM Fiscal Note Help Desk as soon as possible so these other agencies can be contacted to prepare a fiscal note.

2.3 Answers to common questions - about the bill or draft

What if the request is related to draft legislation?

Fiscal analysis of draft legislation is done in the same manner as for introduced bills.

What about a request related to department or executive request legislation?

To streamline the fiscal note process, OFM requests fiscal notes on department and executive request legislation soon after the proposals are approved by the Governor's Office for introduction. To ensure that all affected agencies are included in the final fiscal note package, agencies with approved legislation should forward to the OFM Fiscal Note Office an electronic version of the draft bill language as it will be introduced. Files can be emailed to the following address: FiscalNote.HelpDesk@ofm.wa.gov .

Please ensure that these fiscal notes match the approved version of the legislation and have a current date. Copies of fiscal notes submitted as part of department request proposals will not be accepted.

What about requests related to substitute bills or amendments?

New fiscal notes are often requested to reflect the impact of substitute bills or amendments that may alter previously submitted estimates. You will receive a new request that indicates the new bill description (e.g., substitute or engrossed) or date of the amendment along with the committee and house amending the bill. The new Internet Fiscal Note System makes it easy to use a previous fiscal note as the basis for a new fiscal note. [See Section 3.2 Create a New Version.]

Do I still need to complete the fiscal note if the bill didn't pass the cutoff?

Sometimes a fiscal note was requested on a bill that subsequently did not make it past a particular cutoff date. OFM cannot withdraw a request for a fiscal note made by a legislator or legislative staff member. We recommend that the agency establish that the bill is really "dead" and has no chance of being added to another bill (or a "title only" bill), then prioritize completion of that fiscal note with other requests on bills that did meet the cutoff date. Until all individuals who requested the fiscal note cancel that request, OFM expects the fiscal note to be submitted.

What if the bill language is vague?

If a bill is so vague that the intent cannot be determined, contact OFM and the legislative contact person immediately. Identify both the language and factors that create the problem. The legislative contact person may be able to provide sufficient information about the intent to allow the agency to make some assumptions. If after this, the agency is still unable to obtain sufficient information to prepare a valid fiscal note, it should check the "Indeterminate Cash Receipts" and/or "Indeterminate Expenditure Impact" boxes. The agency should then use the narrative portions in those sections to specify the factors that prevent preparing an adequate fiscal note.

2.4 Answers to other common questions

What if a fiscal note needs to be revised?

The OFM budget analyst may request that an agency revise its fiscal note before OFM approval. In this case, the agency should revise the fiscal note, check the "Revised" box (found on the Summary tab in the Internet Fiscal Note System) and retransmit the note to OFM.

Once a fiscal note has been released to OFM, that version of the fiscal note can no longer be modified. A new version of the fiscal note must be created. [See Section 4.4 on how to prepare a revised fiscal note.]

May we prepare a fiscal note prior to or without a request?

Due to short turnaround times, early analysis is very helpful. If an agency is aware, before notification by OFM, that an introduced bill has a fiscal impact, a fiscal note may be prepared and forwarded to OFM. [See Section 4.8 on how to develop an unsolicited fiscal note.]

Also, if an agency identifies a bill that passed the Legislature and has a fiscal impact on their agency, a fiscal note should be prepared and forwarded to OFM. This will assist OFM staff during review of enrolled bills. OFM will also make an attempt to request fiscal notes on bills headed for final passage.

What if it is just not possible to complete the note by the due date?

Sometimes a bill is so lengthy or detailed that reasonable estimates cannot be completed by the due date. If, after reviewing the legislation, an agency finds that it cannot prepare a fiscal note by the due date, contact the OFM Fiscal Note Help Desk. Indicate why additional time is needed and when the completed fiscal note will be submitted. OFM will communicate this information to the requester. Please make every effort to submit these fiscal notes within a reasonable time.

How is a request cancelled?

Only the requester can cancel a request. However, if someone is on the co-requester list, the request will remain in effect until any co-requesters also cancel their request. When a fiscal note request is cancelled, an email notification is sent to the agency. The request will remain listed on the **Console** screen, but the status will be listed as "Cancelled."

2.5 Avoid common fiscal note errors

- Total fiscal year expenditures by object must match total fiscal year expenditures by total funds.
- Include FTEs if you include expenditures for salaries and benefits.
- Remember to include benefit expenditures if you include salary expenditures.
- The agency collecting the revenue should display the revenue impact, not the agency spending it.
- Communicate with agencies submitting fiscal notes on the same bill to avoid ending up with different assumptions, double-counting, or omissions.
- Double check your calculations.
- Avoid convoluted or highly technical narrative not accessible to a general audience.
- Submit fiscal notes to OFM at least 24 hours before the hearing to allow for review and distribution in time for the hearing.
- Regardless of the implementation date of the legislation, the first biennium reflected in the fiscal note is 2001-03.
- In most cases, in even year sessions, expenditures and/or revenues are captured in the second fiscal year. If the legislation contains an emergency clause or a specific effective date, expenditures and/or revenues may be applicable in the first fiscal year.

SECTION 3

Completing the Fiscal Note Form

3.1 The Internet Fiscal Note System facilitates preparation

About the Internet Fiscal Note System

For the 2002 legislative session, the Legislature, agencies, and OFM will use the Internet Fiscal Note System to request, prepare, transmit, approve, distribute, and monitor the status of fiscal notes. This section of the instructions includes information on how to use the system to prepare a fiscal note. See Section 4 to learn about more features of the system.

The system fiscal note preparation screens are organized by logical groupings (i.e., Expenditures, Cash Receipts, FTEs, Summary Information) to facilitate data entry. The system will reorganize the information to produce the fiscal note in the format approved by the Legislature.

Benefits in using the system for fiscal note preparation

- The fiscal note is automatically tied to a specific request. No need to confirm or type in bill numbers, bill titles, staff contacts, agency name, etc.
- The request and bill or draft language are always available for viewing at the click of a button.
- You may attach other documents to the fiscal note.
- You may use a previously prepared fiscal note as the starting point for a new or revised fiscal note.

A copy and paste feature allows simple transfer of fiscal note data from other systems

Many agencies have developed spreadsheet and other models to help populate the fiscal note template previously supplied by OFM. We have included a feature in the Internet Fiscal Note System that will enable agencies to use one copy/paste step to transfer all financial and FTE data to the fiscal note form in the system. OFM has a new template available to assist in this process. See Section 4.7 for more information.

Agencies need to use the fiscal note system to transmit fiscal notes to OFM

Based in part on the stated needs and preferences of the legislative staff, this is what OFM is requiring for fiscal note submittal.

1. <u>All agencies must enter, at a minimum</u>, the following information into the fiscal note system:
   - **Agency Info Tab** - Name of agency preparer, name of agency approver
   - **Summary Tab -** Check the appropriate check boxes
   - **Cash Receipts Tab** - Estimated cash receipts table or indeterminate cash receipts check box
   - **Expenditures Tab** - Indeterminate expenditures check box or the estimated expenditures by fund, expenditures by object, and expenditures by program tables (the latter is optional; but if you intend to include it in the fiscal note, it must be entered into the system)
   - **FTEs Tab** - Estimated FTEs table
   - **Capital Tab** - Estimated capital costs table (if relevant to the fiscal note)
2. Agencies should enter the fiscal note narrative into the system whenever possible (in the text boxes on the <u>Summary</u>, <u>Cash Receipts</u>, <u>Expenditures</u>, <u>Capital</u>, and <u>New Rules</u> tabs).
3. If agencies have supplemental information that cannot be accommodated in the system (charts, tables, etc.), they should attach these documents using the attachment feature in the system, making sure these documents are well labeled. These attachments will appear to the reader as additional pages in the fiscal note document itself, and it may not be obvious to the reader that they are an attachment.
4. If an agency feels the narrative in the fiscal note requires significant rich-text formatting to make it easy for the reader to read and understand, the agency may attach the narrative in lieu of entering it into the system. Agencies may choose:
   - To attach only the narrative portions of the fiscal note **OR**
   - To attach the entire "FN-2" (everything but the first page of the fiscal note). The latter approach would mean that the fiscal note document would include two sets of tables (expenditures by object, FTE, expenditures by program, and capital budget tables)--one set in the form, the other set in the attached document. The legislative staff said this would be less problematic than leaving the tables in the form blank and perhaps misleading the reader that the fiscal impact is zero. Legislative staff would prefer agencies to include a note--"See attached" --in the system portion of the narrative.

Incorporating rich-text formatting capability in the system remains a top-priority, and we continue to explore new technology for a future release of the system.

If the system is unavailable, OFM will provide guidance on how to submit a fiscal note

If the system should be unavailable for a significant period of time, OFM will contact agencies by email or phone with direction on the preferred response or alternative submission approach.

How Section 3 is organized

This section describes both the type of information needed in the fiscal note and how to use the system to enter this information.

The symbol indicates guidance on the kind of information to include.

The symbol indicates guidance on the Internet Fiscal Note System.

3.2 Getting started

How to logon to the system

To access the Internet Fiscal Note System, open your Web browser and type in this Web address:

http://fns.ofm.wa.gov/

This will take you to the logon screen. Type in the User ID and Password assigned by your system administrator. Click the Log In button to enter.

For agencies operating outside of the state firewall, contact the Fiscal Note Help Desk for assistance in accessing the system.

We recommend you use browser IE 5.01 or above

The system will work best if you use an Internet Explorer browser version 5.01 or above, which is the primary supported browser for the Internet Fiscal Note System. This browser standard is one OFM has previously adopted for the BASS suite of systems and is available as a free download.

Those using other browsers may not be able to experience the full functionality of the system features. We recommend that you work with your IS support staff if you do not currently have this browser installed on your computer.

User Roles

There are four standard user roles in the Internet Fiscal Note System:

- Read: Can view the fiscal note information, document, and reports.
- Author: Can create and modify fiscal note information.
- Approver: Can approve a fiscal note.
- Releaser: Can release an approved fiscal note to OFM.

The Console screen serves as the home page and the summary status screen

The **Console** screen is a combination home page and summary status page. The **Console** offers icons to get you started on whatever task you choose. It also displays the bills for which fiscal note requests have been made and some high level status information about the progress of the notes related to those requests.

Starting with the 2002 session, users will notice two new features: refresh rate and pagination.

- The refresh rate function allows users to set the rate at which the **Console** screen will refresh with new information.

- With the installation of the pagination function, users can select the number of rows that will be returned on each page. For example, by selecting 10, the system will return results for 10 bills per page. Users can go from page to page by clicking on the page number located at the bottom of the screen.

Create Unsolicited Fiscal Note | Search | Change Password | Manage Users | Reports | BDFM | ? — Version 2.0.10

Console

Max Requests: 10

Session: 2001 View: All Fiscal Notes for my Agency [Refresh] Set Refresh Rate: No Refresh

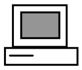
View Description: All of an agency's requests and their fiscal notes for a given session year (includes unsolicited requests, canceled requests, canceled assignments, and requests that don't yet have a fiscal note).

Total Number of Requests returned: 88 Sort: Ascending / Descending Page 7 of 9

	Bill Version	Next Hearing	Agency Requested	Due to OFM	Internal Agency Number	Released to OFM	Status
	5419 E 2S SB	Hearing Information Not Available	04/17/2001	04/20/2001			
	Aaron Butcher - Additional treatment for drug offenders				043 - 1	04/18/2001 16:13	Distributed Preliminary 06/11/01 9:36AM
	5427 SB (1262)	Hearing Information Not Available	01/23/2001	01/26/2001			
	Aaron Butcher - Incarceration Costs				011cf - 1	01/25/2001 9:12	Distributed Final 02/09/01 3:50PM
	5520 SB (1229)	Hearing Information Not Available	01/25/2001	01/30/2001			
	Pam Davidson - Fiscal Impact Statements for Ballot Measures				013 - 1	01/29/2001 16:26	Distributed Final 01/30/01 10:07AM
	5577 SB (1260)	Hearing Information Not Available	02/02/2001	02/07/2001			
	Randy Parr - Civil Service				018 - 4	02/05/2001 9:45	Revision Requested 02/05/01 11:41AM
	Randy Parr - Civil Service				018 - 5	02/06/2001 13:10	Distributed Final 02/09/01 2:25PM
	5770 S SB (1743)	Hearing Information Not Available	03/15/2001	03/20/2001			
	Aaron Butcher - Higher Education Tuition Provisions				038 - 1	03/16/2001 16:39	Distributed Final 03/21/01 2:33PM
	5813 P 2S SB	Hearing Information Not Available	unrequested	unrequested			
					1		At Agency
	5869 SB (1832)	Hearing Information Not Available	02/07/2001	02/12/2001			
	Erik Fairchild - Water Management				023 - 1	02/13/2001 15:06	Distributed Final 03/05/01 11:44AM
	5883 SB	Hearing Information Not Available	02/07/2001	02/12/2001			
	Aaron Butcher - Water Supply and Growth Management Planning				022 - 1		At Agency
	Aaron Butcher - An Act Relating to incorporating water supply and growth management				022 - 3	02/12/2001 7:45	Distributed Revised 02/22/01 6:51PM
	5884 SB (1836)	Hearing Information Not Available	02/06/2001	02/09/2001			
	Aaron Butcher - Task Force on Local Park and Recreation Maintenance and Operations				020 - 1	02/12/2001 11:13	Distributed Final 02/23/01 9:46AM
	5913 SB	Hearing Information Not Available	02/08/2001	02/13/2001			
	Aaron Butcher - Public Utility Tax Deductions				025 - 1	02/14/2001 13:15	Distributed Final 02/16/01 3:18PM

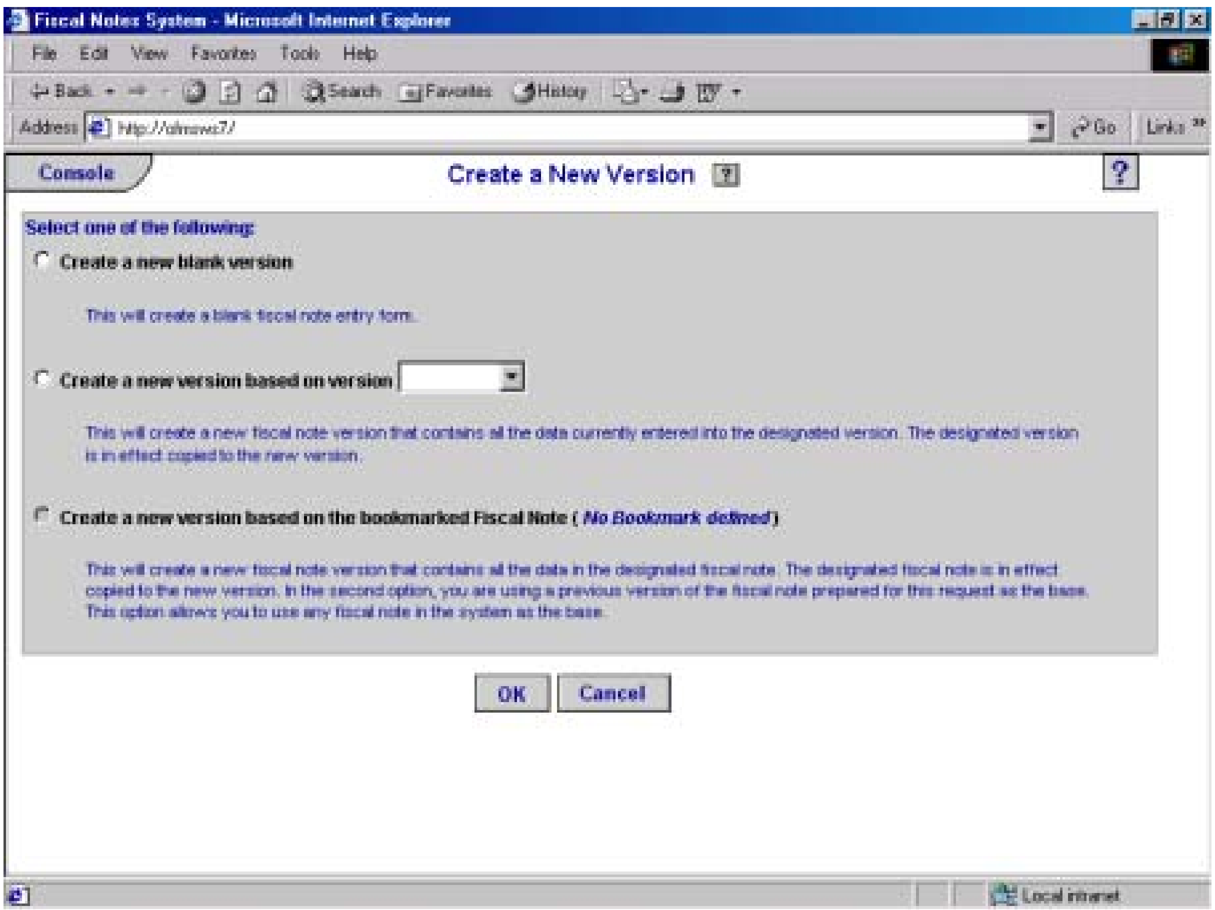
1 2 3 4 5 6 7 8 9

Create a fiscal note template by clicking on a request



The **Console** will list the requests that have been assigned to the agency. (See Section 4.1 for more information on how to customize the views on this screen.) Fiscal note versions created in response to that request will be listed directly below the request line with a background that is a lighter shade of gray.

To create a new fiscal note, click on the "Create a New Version of this Fiscal Note" icon  next to the desired request. This will bring up the **Create a New Version** screen.



The system gives you options on the starting point for your fiscal note

- ***A blank template***
- ***A previous version of the note***
- ***A fiscal note on a different bill***

At the **Create a New Version** screen, select one of the following options:

- Create a new blank version. (*This will create a blank fiscal note entry form.)*
- Create a version based on version X . (*This will create a new fiscal note version that contains all the data currently entered into the designated version. The designated version is in effect copied to the new version.)*
- Create a version based on the bookmarked fiscal note X . *(This will create a new fiscal note version that contains all the data in the designated fiscal note. The designated fiscal note is in effect copied to the new version. In the option above, you are using a previous version of the fiscal note prepared for this request as the base. This option allows you to use any fiscal note in the system as the base, including fiscal notes prepared in the 2001 session.)*

After making the selection, press the OK button to go to the **Fiscal Note** screen. The fiscal note is ready for data entry or changes.

Fiscal Note version numbering conventions

The first version of a fiscal note will automatically be designated version 1, and consecutive versions will be numbered consecutively automatically by the system. In addition, agencies can enter their own tracking number. The system will display the agency tracking number, a dash, and then the system-generated version number.

The Fiscal Note screen has tabbed sections

The tabs on the **Fiscal Note** screen provide the request information, the ability to manage the fiscal note, and the screens for entering or importing data to create the note. Click on the tab to bring up the related screen. Different users will be able to access and enter data in the separate tabs of the **Fiscal Note** screen simultaneously. Each tab screen will provide a help button  to link users to relevant fiscal note instruction and system help information.

Jump to Fiscal Note function

This function appears at every tab on the **Fiscal Note** screen allowing the user to go to another fiscal note without going back to the console. Select the desired fiscal note from the drop down box to go to that fiscal note.

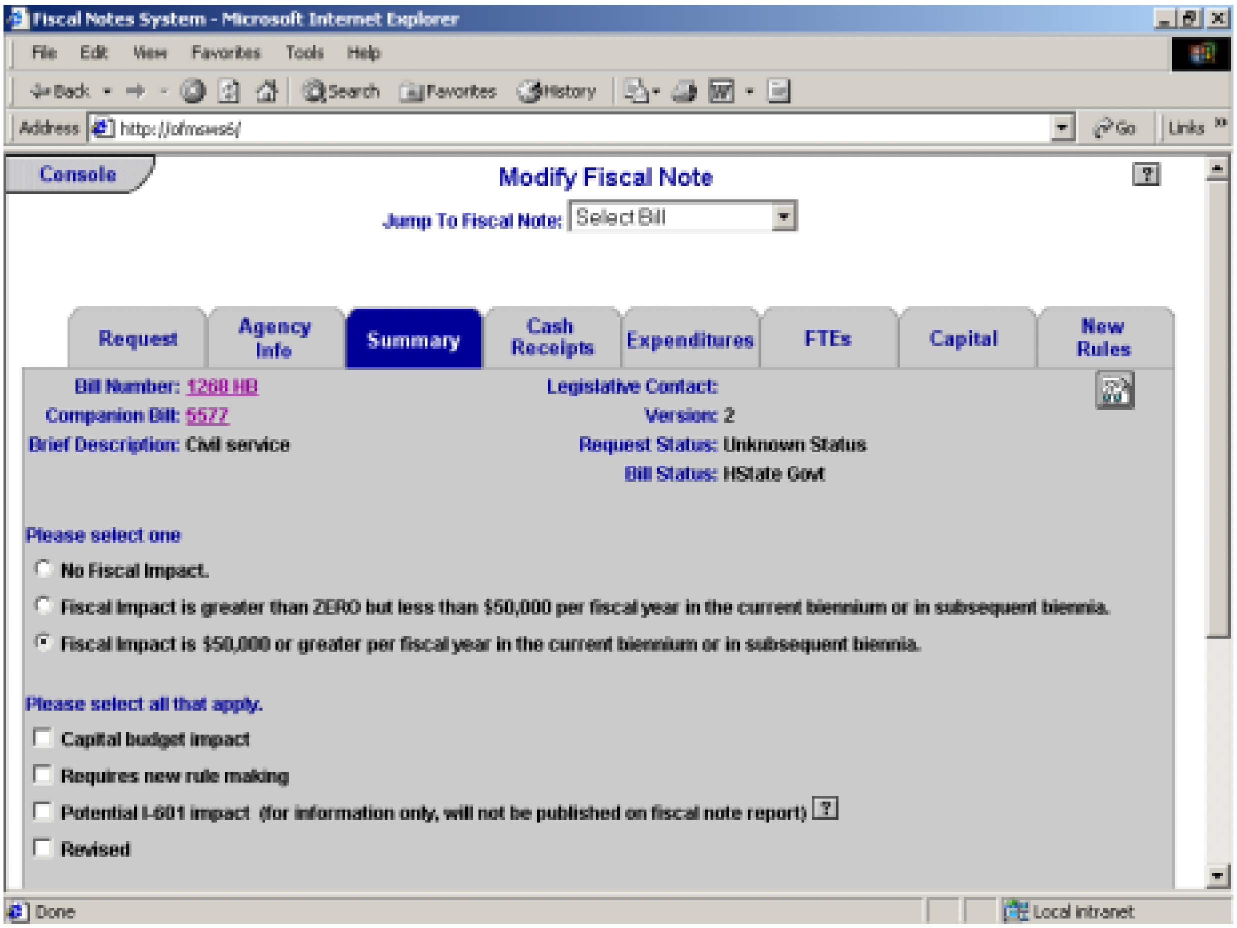
View the fiscal note from any tab

In the upper right-hand corner of each tab, you will find a "View Fiscal Note" icon  . Click on this at any time to view the actual fiscal note report.

3.3 The Summary section of the fiscal note

Go to the Summary tab

The Summary tab of the **Fiscal Note** screen is used to capture check box information and the summary narrative for the fiscal note. **The appropriate check boxes must be checked in the system.** The narrative may be entered in to the system or included as an attachment.



Select the applicable check boxes

P ***No fiscal impact***

Check this box if the proposed legislation has no estimated fiscal impact. By checking this box, you are not making a statement about the agency's ability to absorb any impact should there turn out to be one. If the reason that the bill has no fiscal impact is not obvious, then the agency should provide a brief explanation of its assumptions. Also complete the New Rules section if applicable.

P ***Fiscal impact greater than 0, but less than $50,000 per fiscal year***

Check this box if the proposed legislation has an estimated fiscal impact of less than $50,000 each fiscal year of the current or subsequent biennia. Complete these sections:

- Estimated Cash Receipts,
- Estimated Cash Expenditures by fund,
- FTEs, and
- Capital or New Rules, if applicable.

The agency is not required to complete:

- Estimated Cash Receipts or Estimated Cash Expenditures narrative
- Estimated Expenditures by Object or by Program

P ***Fiscal impact $50,000 or greater per fiscal year***

Check this box if the proposed legislation has a fiscal impact of $50,000 or more each fiscal year of the current or subsequent biennia. Complete all parts of the fiscal note form.

P ***Capital budget impact***

Check this box if the proposed legislation has a capital budget impact. Include a description of the impact and the cost estimates in the Capital Section. Identify cost estimates for acquisition, construction, and other for the 2001-2003, 2003-05, and 2005-2007 biennia. Do not include capital budget costs in the Expenditures section as this should include only operating budget costs.

P ***Requires new rule-making***

Check this box if new rules are required to be adopted or existing rules must be amended to implement the proposed legislation. Complete the New Rules Section to identify the cost involved in developing or amending the rules, the types of entities that may potentially be affected by the legislation, and any other agencies that have authority over the same subject matter.

P ***Potential I-601 Impact***

(This check box is for internal OFM use only. It does not appear on the fiscal note.)

OFM needs to be aware of any proposed legislation that might affect existing assumptions regarding implication of Initiative 601. Specifically, the fiscal note needs to reference and highlight any provision of the bill that:

- Transfers the cost of a General Fund program into another account.
- Diverts or transfers revenue that currently goes into the General Fund into another fund.
- Increases state General Fund revenues by raising taxes or changing an existing tax exemption.
- Increases fees beyond the Fiscal Year 2002 growth factor of 2.79 percent, the Fiscal Year 2003 growth factor of 3.29 percent, or the Fiscal Year 2004 growth factor of 3.28 percent. (The Fiscal Year 2004 growth factor is subject to revision in November 2002.)
- Changes the current obligations of federal or local and state government for sharing delivery of services.
- Transfers the expenditures from a state dedicated account to the General Fund.
- Transfers revenue to a state dedicated account from that account to the General Fund.

None of these situations <u>necessarily</u> affect the Initiative 601 expenditure limit. OFM's intent is to highlight bills that should be evaluated for potential implications. Any discussion of issues related to Initiative 601 should be included in narrative explanation of the fiscal note under a separate heading.

P ***Revised***

Check this box if this is a revised version of a previously submitted fiscal note.

Describe what the measure does that has fiscal impact

Briefly describe what the legislation does, with an emphasis on the significant provisions of the bill that have fiscal impact on the agency. Describe how the provisions will affect agency operations. Include the section numbers as a reference. Focus on the bill sections that have fiscal impact; a section-by-section analysis of the entire bill may not be necessary.

Describe the general workload and/or policy assumptions that support your assessment of the cash receipt or expenditure impact on the agency.

Click the Save button

Click the Save button at the bottom of the screen to save the information entered on the Summary tab or click on another tab to be given the option to save the changes or to continue without saving.

3.4 The Cash Receipts section of the fiscal note

Go to the Cash Receipts tab on the Fiscal Note screen

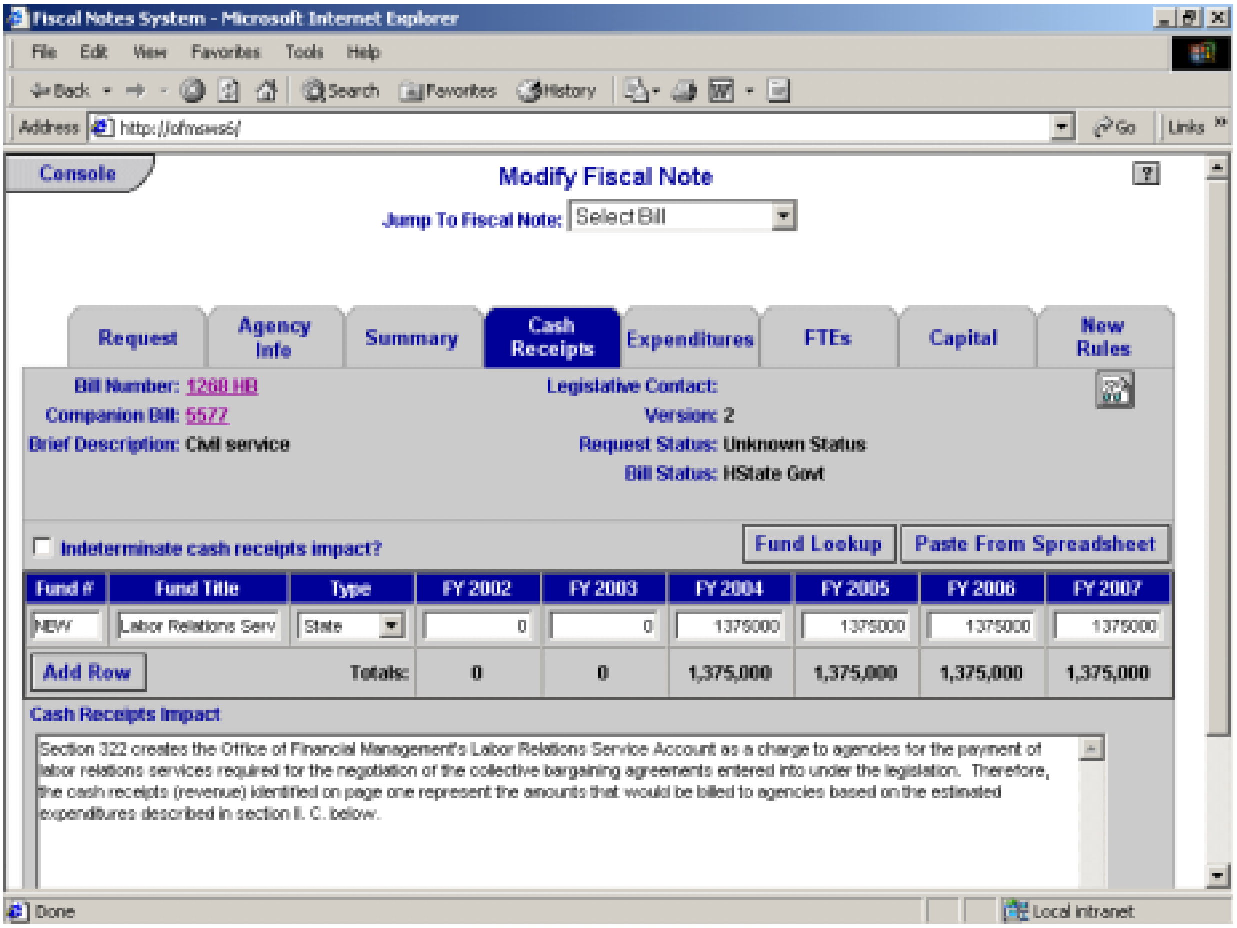
The Cash Receipts tab is used for entering the cash receipts parts of the fiscal note: Indeterminate cash receipts check box, cash receipts estimates, and cash receipts impact narrative. **The indeterminate cash receipts check box must be checked or the cash receipts estimates must be input into the system.** If indeterminate is checked, you must provide an explanation in the narrative box. The narrative may be entered into the system or included as an attachment.

Á ***Data entry features***

Á While the data entry portions of the Expenditures, Cash Receipts, FTEs, and Capital tabs are not actual spreadsheets, they do offer a spreadsheet look and feel. The totals in the total rows will be recalculated automatically with each new entry in the data columns. Do not add commas when entering numbers. These sections present a set number of rows. However, by clicking on the Add a Row button, the system will provide additional rows. See Section 4.7 for information on how to copy and paste information from another spreadsheet into this system.

Á ***Fund look-up features***

Á Click on the Fund Lookup button to bring up the OFM Fund Reference Manual, which provides a list of codes/fund titles. Entering the fund code in the fund number field and pressing the tab key will automatically enter the fund title. If the fund is new, enter "NEW" in the fund number field and enter an appropriate title.



Enter the cash receipts estimates

Estimate the cash receipts impact of the proposed legislation. For the 2002 session, regardless of the implementation date of the legislation, the first two columns are for the 2001-03 Biennium (Fiscal Years 2002 and 2003), the next two columns are for the 2003-05 Biennium (Fiscal Years 2004 and 2005) impact, and the last two columns are for the 2005-07 Biennium (Fiscal Years 2006 and 2007) impact.

Describe the assumptions related to the cash receipts estimates

Briefly describe the assumptions and methods used in estimating the cash receipts impact of the legislation, including section numbers and revenue sources as a reference. Explain how the assumptions translate into cash receipts estimates.

- Where appropriate, distinguish between one-time and ongoing revenue.
- If there is a substantial change in cash receipts between the first effective biennium of the legislation and the second, explain the reason for the change. Examples of situations where substantial differences may occur include a phase-in period or a temporary surcharge.
- Quantify data whenever possible to enhance understanding.
- Include a discussion of any revenue-related impact as a result of Initiative 601; i.e., fee increase at a rate greater than the fiscal growth factor, etc.
- If the legislation increases or decreases revenues in any account and the difference between revenue and cash receipts is $50,000 or more for the 2001-03 Biennium, indicate in the narrative the revenue on a GAAP basis.
- Include revenue transfers among accounts. Transfers into an account should be treated as increased cash receipts; transfers from an account should be treated as decreased cash receipts. When money is transferred from one account to another, display both parts of the transfer.

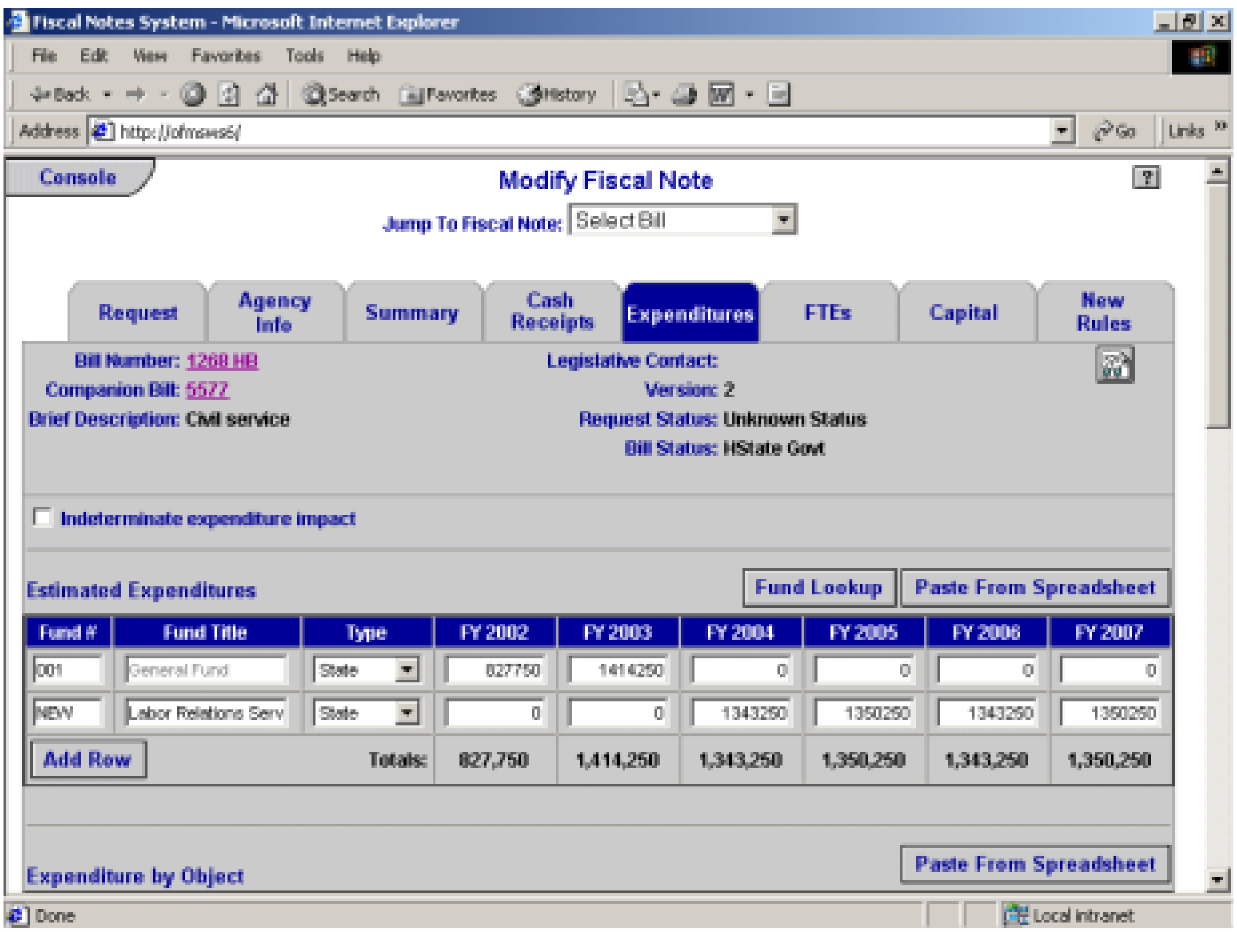
Click the Save button

Click the Save button at the bottom of the screen to save the information entered on the Cash Receipts tab or click on another tab to be given the option to save the changes or to continue without saving.

3.5 The Expenditures section of the fiscal note

Go to the Expenditures tab on the Fiscal Note screen

The Expenditure tab is used for entering the expenditure parts of the fiscal note: Indeterminate expenditure check box, expenditure estimates by fund, expenditure estimates by object, expenditure estimates by program (optional), and expenditure impact narrative. **Either the indeterminate expenditure check box must be checked or the appropriate expenditure estimates must be input into the system.** If indeterminate is checked, you must provide an explanation in the narrative box. The narrative may be entered into the system or included as an attachment. See Section 4.7 for guidance on how to copy and paste expenditure information from another spreadsheet.



Enter the estimated expenditures

<u>Expenditures by Fund</u>: This section summarizes the estimated expenditure impact by fund. As in the revenue section, regardless of the implementation date of the legislation, the first two columns are for the 2001-03 Biennium expenditure impact (Fiscal Years 2002 and 2003). The third and fourth columns should cover the 2003-05 Biennium (Fiscal Years 2004 and 2005), and the fifth and sixth columns should cover the 2005-07 Biennium (Fiscal Years 2006 and 2007).

<u>Expenditures By Object</u>: This section is for the object of expenditure information for the 2001-03 Biennium, 2003-05 Biennium, and the 2003-05 Biennium regardless of the implementation date of the legislation. The total dollars shown in this section must agree with the totals in the expenditures by fund section. If the standard list of objects does not accommodate a certain kind of cost, a blank row is available to enter an object description of the user's choice.

<u>Expenditures By Program (optional)</u>: Complete the expenditure detail by program when this helps describe how the measure would be implemented. The user enters the program number and title into the text box. Any program can be entered.

Describe assumptions related to expenditure estimates

Briefly describe agency expenditures necessary to implement the legislation, including section numbers as a reference. Describe the significant assumptions and method used to arrive at the FTE and/or dollar estimates for each object of expenditure. Explain how workload assumptions translate into cost estimates. The assumptions are very important to a complete understanding of the fiscal note.

- Where appropriate, distinguish between one-time and ongoing costs.
- If there is a substantial change in expenditures between the first effective biennium of the legislation and the second, explain the reason for the change. Examples of situations where substantial differences may occur include a phase-in period or when initial start-up costs are high.
- Quantify data, including cost savings, whenever possible to enhance understanding.
- Indicate if the legislation contains an appropriation or funding is included in a budget bill.
- If the agency can absorb the workload and accompanying costs resulting from the legislation, indicate this as an assumption and include an explanation of programs or activities that would be displaced. The expenditure detail portions of the fiscal note form should show these costs.

Click the Save button

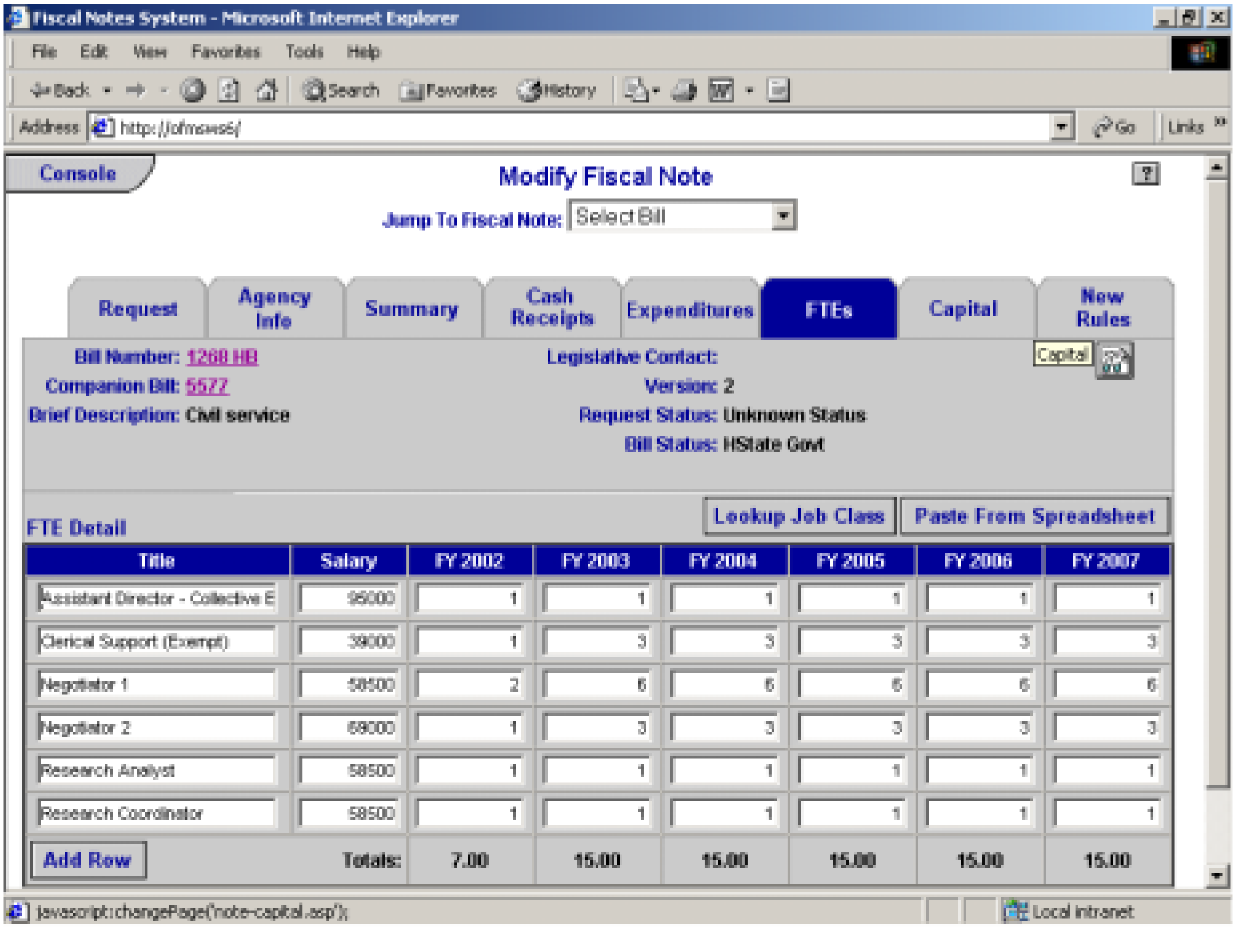
Click the Save button at the bottom of the screen to save the information entered on the Expenditures tab or click on another tab to be given the option to save the changes or to continue without saving.

3.6 The FTEs section of the fiscal note

Go to the FTEs tab on the Fiscal Note screen

The FTEs tab is used for entering the FTE part of the fiscal note: FTE estimates. **This information is required to be entered into the system if applicable.** See Section 4.7 for information on how to copy and paste information from another spreadsheet into this system.

Clicking on the Lookup Job Class button on the FTEs tab on the **Fiscal Note** screen should take the user to the DOP data warehouse Web site, where a list of all job classes can be found.



Enter the estimated FTE detail

Show the breakdown of FTEs by classification and corresponding annual salary.

Title Column: Enter the job classification title.

Salary Columns: Enter the annual salary for this job classification.

Fiscal Year Columns: Enter the number of **FTEs** per fiscal year estimated for that job classification.

In the printed fiscal note report, the biennium total for FTEs will show the biennial average.

Click the Save button

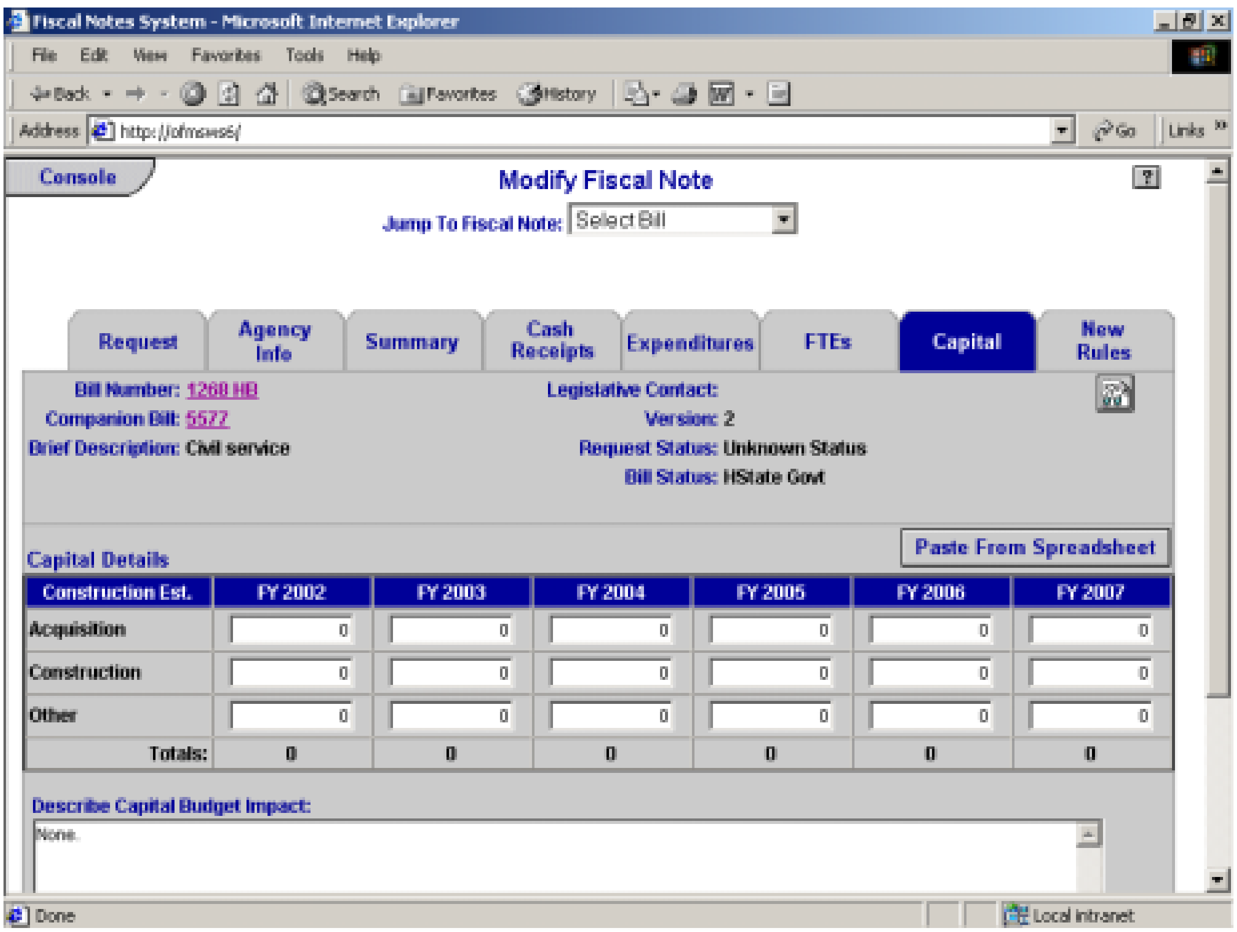
Click the Save button at the bottom of the screen to save the information entered on the FTEs tab or click on another tab to be given the option to save the changes or to continue without saving.

3.7 The Capital section of the fiscal note

Go to the Capital tab on the Fiscal Note screen

The Capital tab is used for entering the capital parts of the fiscal note: capital estimates and capital impact narrative. **The capital estimates must be entered into the system if part of the fiscal note.** The narrative may be entered into the system or attached. See Section 4.7 for information on how to copy and paste information from another spreadsheet into this system.

Do not include capital budget costs in the Expenditures section as that section should include only operating budget costs.



Enter the estimated capital expenditures and assumptions

If the legislation will impact the capital budget, estimate the acquisition, construction, and other capital costs for the six fiscal years as shown and briefly describe the impact. The narrative should provide at least the following information:

A. Describe the project or capital purpose that the estimated expenditure will support.

B. Identify the anticipated capital budget funding source.

C. Identify the state agency expected to administer the capital budget appropriation.

D. Identify the final user or recipient of the capital appropriation.

E. Identify whether the capital budget costs are included in the most recent version of the Governor's Ten-Year Capital Plan.

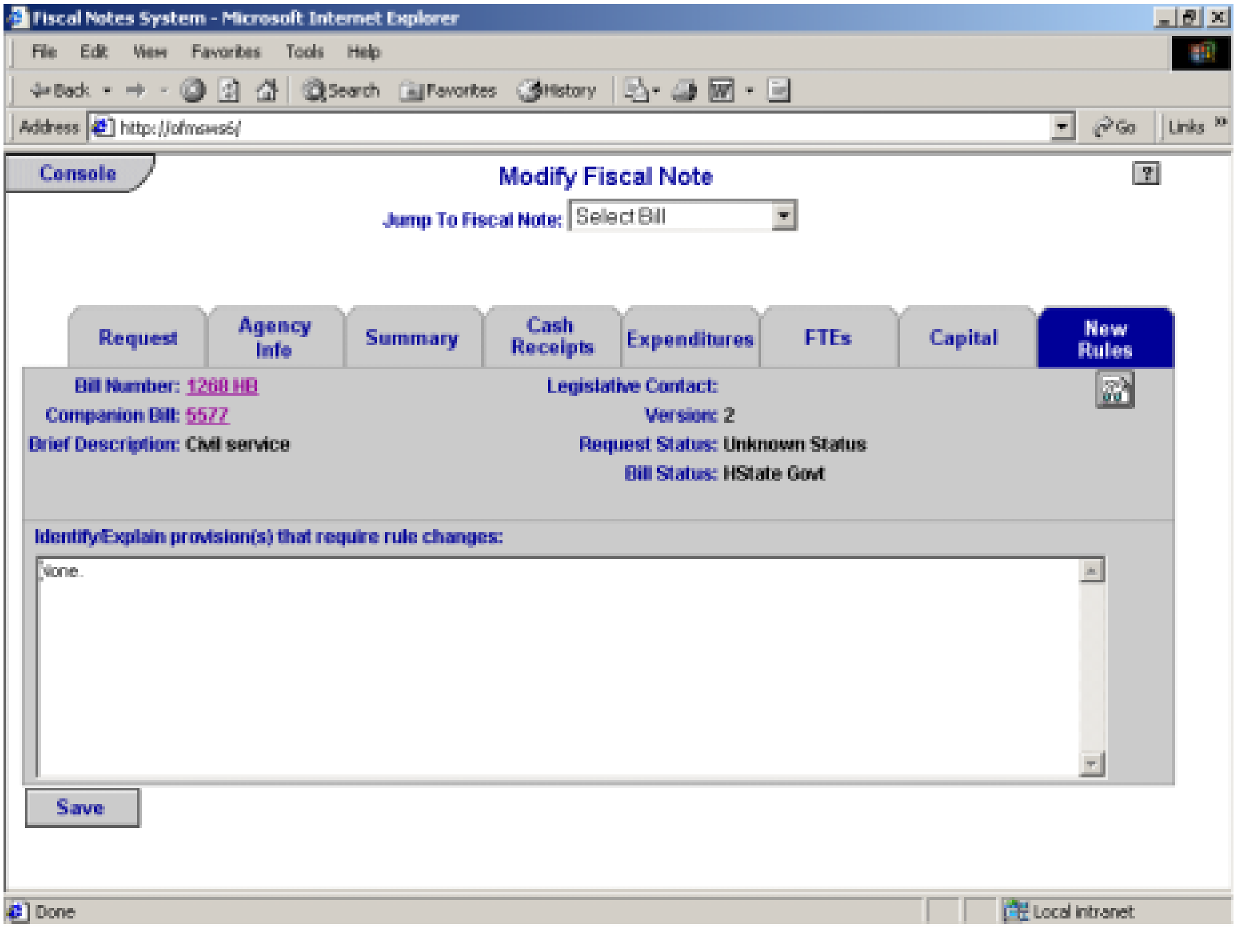
Click the Save button

Click the Save button at the bottom of the screen to save the information entered on the Capital tab or click on another tab to be given the option to save the changes or to continue without saving.

3.8 The New Rules section of the fiscal note

Go to the New Rules tab on the Fiscal Note screen

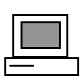
The New Rules tab is used for entering a description of the rule changes required by the proposed legislation.



Describe the new rule making issues

Identify provisions of the legislation that require the agency to adopt new administrative rules or to repeal or amend existing rules. Also identify the cost involved in developing or amending those rules, other entities that may potentially be affected by the legislation, and other agencies that have authority over the same subject matter.

Click the Save button



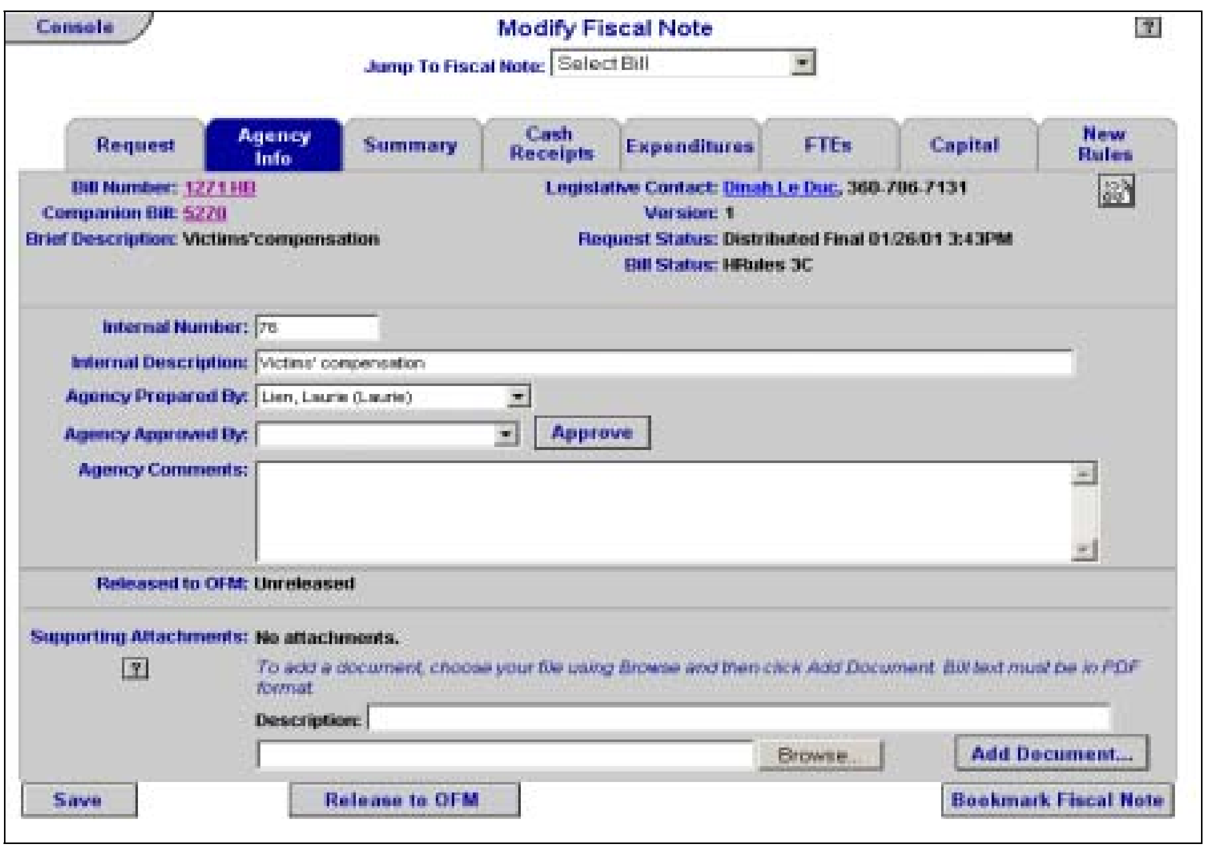
Click the Save button at the bottom of the screen to save the information entered on the New Rules tab or click on another tab to be given the option to save the changes or to continue without saving.

3.9 Completing the fiscal note and sending it to OFM

Go to the Agency Info tab on the Fiscal Note screen

The <u>Agency Info</u> tab on the **Fiscal Note** screen allows the user:

- To enter an agency-internal document number and description in the text box provided. This number and title is for agency internal use only.
- To enter the name of the person assigned the responsibility for preparing the fiscal note. This name will be signed as the "prepared by" on the fiscal note. This name also appears on the console as the author of a fiscal note version. **This is required.**
- To enter the name of the person approving the fiscal note. This name will be signed as the approver on the fiscal note. **This is required.**
- To release the fiscal note to OFM.
- To bookmark the fiscal note to use it as the base to create a fiscal note for another bill and to attach documents. These functions are discussed in more detail elsewhere.



Check to make sure this information is complete

From the pull-down list, select the name of the person assigned the responsibility for preparing the fiscal note. This name will be signed as the "preparer" on the fiscal note and should be someone who can answer questions regarding the fiscal note. Only those authorized to prepare a fiscal note will be able to access this pull-down list.
From the pull-down list, select the name of the person approving the fiscal note. This name will be signed as the approver on the fiscal note. This should be the agency head or the individual designated by the agency head to serve as the approver. Only those authorized to approve a fiscal note will be able to access this pull-down list.

Add or view attachments to the fiscal note. [See Section 4.6.]

How to view and print a fiscal note

If you would like to view the completed fiscal note formatted as a document prior to release, click on the "View Fiscal Note" icon  at the top right of the **Fiscal Note** screen. The fiscal note is displayed as a pdf document. If files have been attached, these are displayed immediately following the fiscal note in the order attached. The fiscal note and any attachments can be printed by clicking the print icon within the Adobe Acrobat tool bar (not the Internet toolbar).

When you view a fiscal note then change data or text on any of the tabs, you will need to close the view then reopen by clicking on the "View Fiscal Note" icon to see the changes.

How to transmit the fiscal note to OFM for review

Click the Release to OFM button on the bottom of the Agency Info tab on the **Fiscal Note** screen to release a fiscal note for viewing by OFM. Only those authorized to release a fiscal note will be able to access this button.

SECTION 4

Other Internet Fiscal Note System Features

4.1 How do I monitor the status of fiscal notes?

Summary and detailed status views

The system offers two main displays of status information. The **Console** screen is a combination home page and summary status page. The **Console** offers buttons to get you started on whatever task you choose. It also offers a list of the fiscal note requests assigned to your agency and some high level status information about the progress of the fiscal notes related to that request.

The **Status** screen provides detailed status information about the progress of all the fiscal notes (including those of other agencies) related to a particular fiscal note request. The results returned on the **Search** screen will also provide high level status information and links to the detailed status information. (See Section 4.10).

At the **Console**, click on the "View Status" icon next to the specific bill. *[NOTE: If you hold your cursor over a button for a moment, a description of the button's function will appear.]* This will take you to the **Status** screen. This screen provides detailed status on the fiscal note request.

- Clicking on an underlined name in the "Agency" or "OFM Analyst" column will bring up an addressed email form.
- Clicking on an underlined bill number will bring up the text of the bill. (This feature can be found on other screens as well.)

Clicking on the "View Status" icon next to a bill listed on the **Search** screen will also take you directly to the **Status** screen.

Console

Status [?]

?

Session Year: 2001
Bill Number: 1268 HB (5577)
Lead Agency: 111 - DOP

Brief Description: Civil service
Hearing Schedules: Public Hearing, 2/16/2001 8:00:00 AM, State Government
Presently published (FYI only)

View Fiscal Note

Agency	Agency Requested	Due to OFM	OFM Analyst	Released to OFM	Approved by OFM Analyst	Status
014 - JLA Comm	unrequested	unrequested	Swanson, Linda	02/05/2001 14:00	02/05/2001 15:35	Distributed Final 02/08/01 1:21PM
085 - SEC	02/05/2001	02/08/2001	Steinmann, Linda	02/06/2001 15:56	02/07/2001 9:24	Distributed Final 02/08/01 1:21PM
105 - OFM	02/05/2001	02/08/2001	Campbell, Robin	02/06/2001 13:08	02/06/2001 13:30	Assignment Cancelled 10/22/01 9:18AM At Agency
111 - DOP	02/05/2001	02/08/2001	Parr, Randy	02/08/2001 9:57	02/08/2001 13:16	Distributed Final 02/08/01 1:21PM
122 - PAB	02/05/2001	02/08/2001	Parr, Randy	02/06/2001 18:20	02/07/2001 8:59	Distributed Final 02/08/01 1:21PM
150 - GA	02/05/2001	02/08/2001	Wise, Tristan	02/07/2001 11:35	02/07/2001 16:28	At Agency
275 - PERC	02/05/2001	02/08/2001	Myhre, Les	02/06/2001 8:59	02/06/2001 9:47	At Agency
343 - HECB	02/05/2001	02/08/2001	Yu, Theo	02/06/2001 9:11	02/06/2001 10:47	Distributed Final 02/08/01 1:21PM
360 - UW	02/05/2001	02/08/2001	Yu, Theo	02/06/2001 16:00		Distributed Final 02/08/01 1:21PM
699 - CTCS	02/05/2001	02/08/2001	Yu, Theo	02/06/2001 10:43	02/06/2001 10:47	Distributed Final 02/08/01 1:21PM

Customizing the Console view

At the **Console**:

- Use the Session pull-down list to select the desired session. (*The default will be the current session*.)
- Use the View pull-down list to tailor the list of request information. The views let you look at a subset of the requests assigned to your agency, if desired. The view options include:

-All Cancelled Fiscal notes

-All Fiscal Notes for my Agency

-All Requests for my Agency

-Distributed Notes for my Agency

-Fiscal Notes In Process
List of all active requests not yet released to OFM

-My Fiscal Notes
List of those fiscal notes where the user is identified as the preparer.

-New Fiscal Note Requests (default view)
List of those fiscal note requests for my agency not yet assigned to agency author for the session year displayed.

-Past Due Fiscal Notes

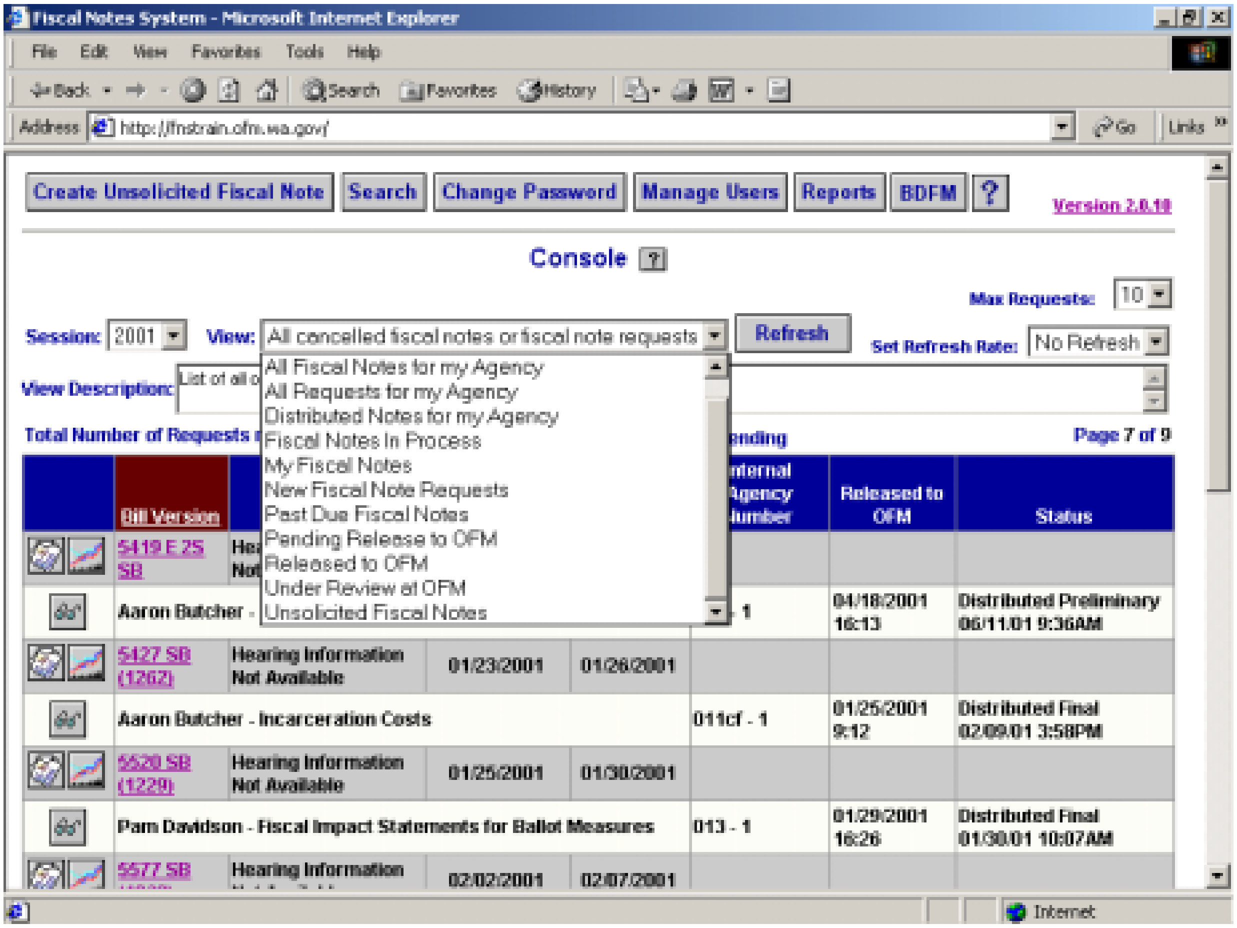
-Pending Release to OFM
List of those fiscal notes for my agency approved but not released to OFM for the session year displayed.

-Released to OFM

-Under Review at OFM

-Unsolicited Fiscal Notes

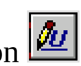
The **Console** lists first the request/bill information on one line. The existing versions of the fiscal note related to that request/bill are listed underneath the request/bill line.



4.2 How do I view fiscal note request information?

Go the Request tab of the Fiscal Note screen

1. At the **Console**, click on the underlined bill number to view the bill text.

2. Click on the "Modify Fiscal Note" icon  for the fiscal note version.

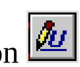
   Á This will take you to the **Fiscal Note** screen--which includes a number of tabs. Click on the Request tab to view the Request information.

Clicking on the legislative contact name will bring up an addressed email form to the legislative contact. Clicking on an underlined agency number will bring up an addressed email form to that agency's primary and secondary fiscal note coordinators.

3. The lead agency should identify their common assumptions in the narrative box titled "Assumptions." Once this is entered, other agencies affected by the bill can also view this information.

4.3 How do I modify a fiscal note?

Click on the Modify Fiscal Note icon

On the **Console,** users will see a "Modify Fiscal Note" icon  next to fiscal note versions that have not been released. Click on this icon next to the fiscal note version. This will take you to the **Fiscal Note** screen where those authorized to do so may modify the note.

- *Once a fiscal note has been released to OFM, that version of the fiscal note can no longer be modified. The icon will change to a "View Fiscal Note" icon*  *. Clicking this icon will bring up the fiscal note but will not allow modifications.*

Users can always click on the "Create a New Version" icon  to create a new version of the fiscal note.

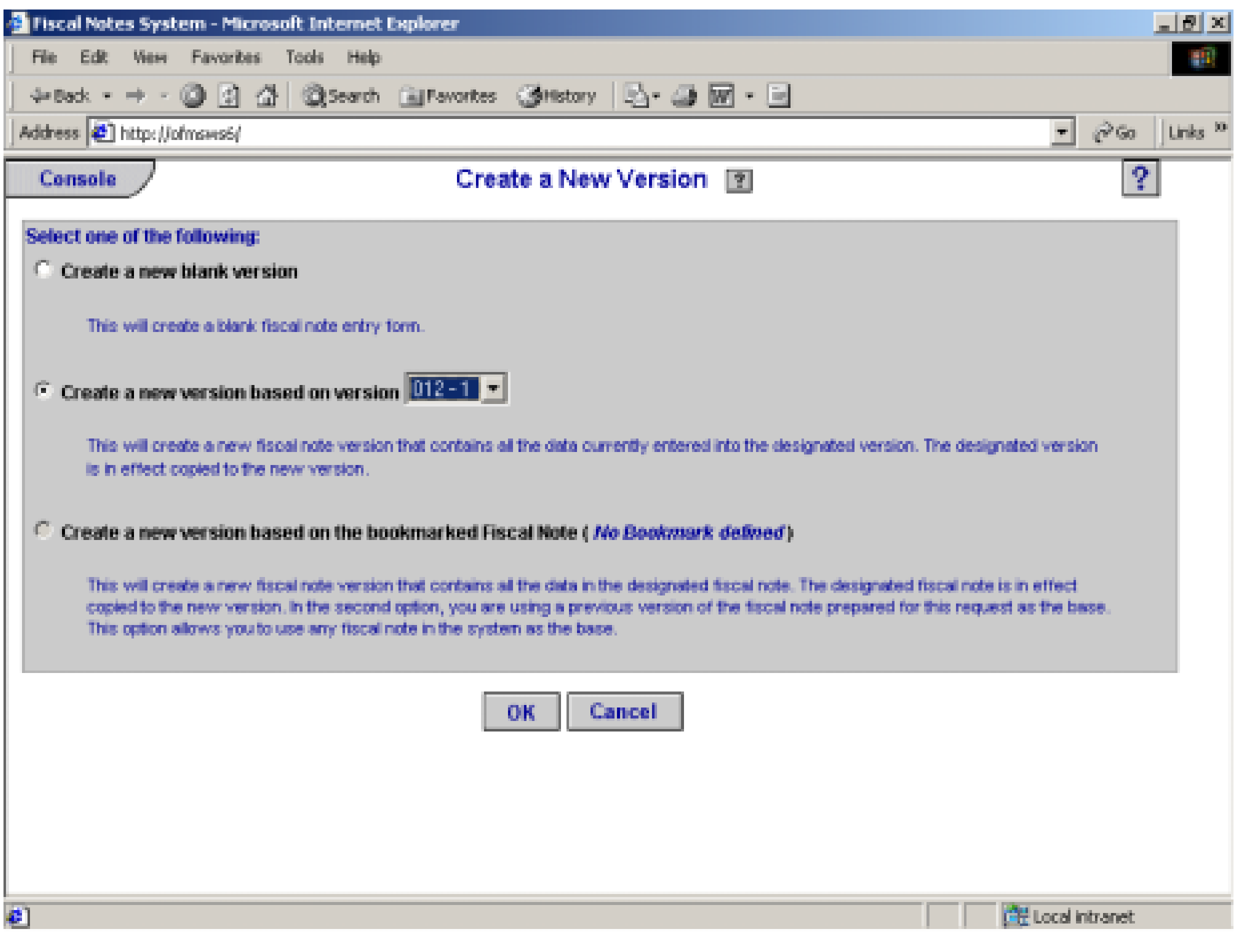
4.4 How do I revise a fiscal note?

Create a revised fiscal note using a previous version as a starting point

Once a fiscal note has been released to OFM, it can no longer be changed. If an agency has been asked to revise a fiscal note, or wants to initiate a revised fiscal note, a simple way is to create a new version based on a previous version.

Click on the **"**Create a New Version**"** icon  to create a new version based on another version of a fiscal note for the same bill. At the **Create a New Version** screen, select "Create a new version based on version X." You need to select the version you want to use.

Click on the OK button. The user can now make the necessary changes.



4.5 How do I bookmark a fiscal note?

Create a fiscal note using a fiscal note version of another bill as a starting point

There are several instances where the bookmark function will be useful:

- The agency receives a request to prepare a fiscal note on a cross-file bill which is an identical bill in the opposite house of the Legislature.

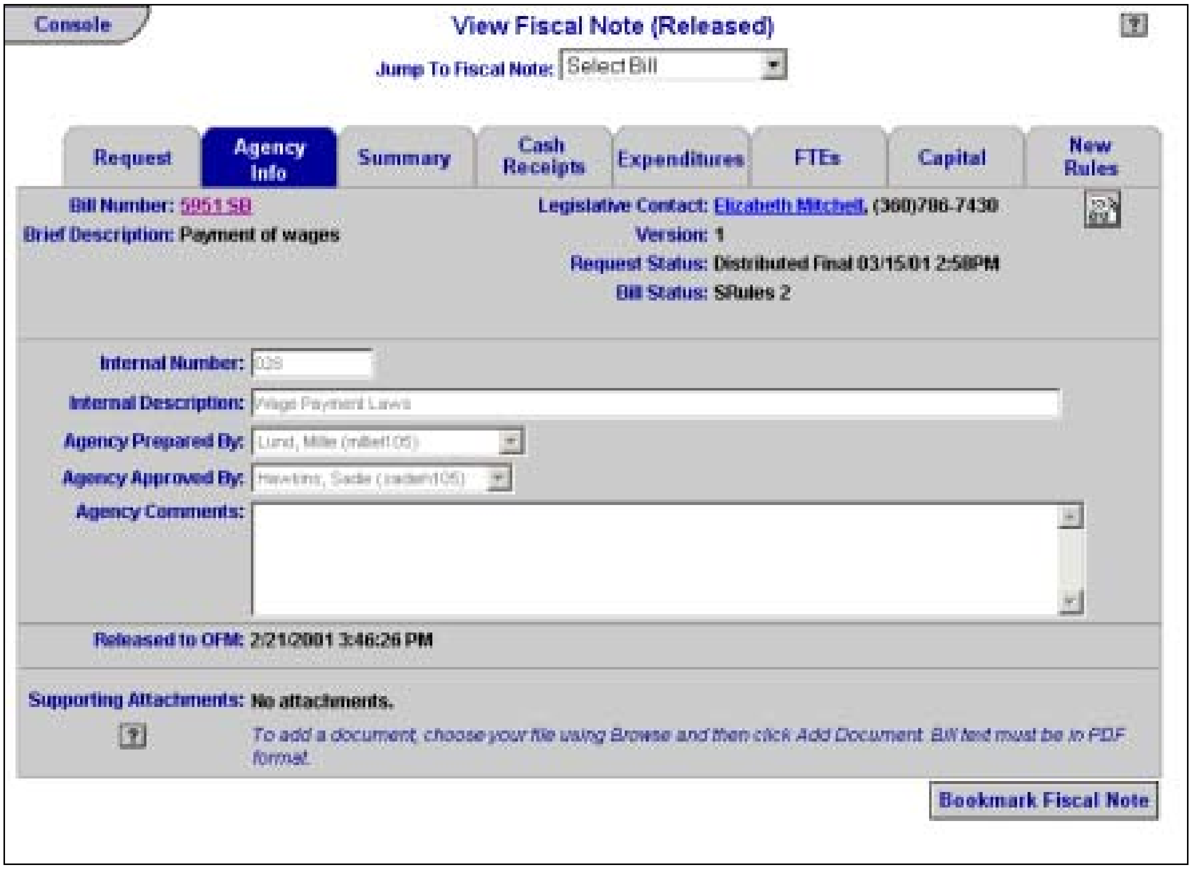
- The agency receives a request to prepare a fiscal note on a bill that is similar to another bill with an existing fiscal note and the fiscal note is identical or similar with the need to make minor changes.

- The agency wants to update a fiscal note from a previous session.

Select the session that contains the fiscal note to bookmark. On the **Console,** select the fiscal note that you want to bookmark. Go to the <u>Agency Info</u> tab. At the bottom of the screen, click on the Bookmark Fiscal Note button.

Go back to the **Console**. Be sure you have selected the current session year. Click on the "Create a New Version" icon  next to the appropriate bill number to create a new version based on the fiscal note you just bookmarked. At the **Create a New Version** screen, select "Create a new version based on bookmarked fiscal note." This selection will show the bookmarked fiscal note. Press the OK button. The fiscal note is ready for changes.

Please note: Only one fiscal note at a time can be bookmarked. The last fiscal note that is bookmarked is the one that is used when a version is created through this option.



4.6 How do I attach documents?

Documents must be converted to the pdf format before they can be attached

Based in part on customer feedback, we are accepting only attachments that have been converted to pdf files. There are several important benefits to pdf files:

- A pdf file for an attachment ensures that the document an agency sends will look the same to OFM.
- A pdf file can't be changed easily. Thus, agencies have some added assurance of data integrity.
- A pdf file has no documented virus problems.

If you do plan to attach documents to the fiscal note in the system, you will need to have Adobe Acrobat software available. This software will enable you to convert files to the pdf format. We recommend that you contact your IS support staff for more information.

How to convert files to pdf format

You must have installed Adobe Acrobat Writer or Distiller on your computer.

Word:

1. Open the file you want to convert.
2. Click the Create Adobe PDF icon on the application tool bar or choose File, Create Adobe PDF.
3. At the Acrobat PDFMaker window under Creation Options, choose either Use Acrobat PDFWriter or Use Acrobat Distiller.
4. Select Prompt For The PDF Filename if you want to be able to specify where to place the pdf file, then click the Create button at the bottom.
5. At the Save PDF File As window, indicate where you want to save the file and the file name.
6. Click Save. The file is now converted and saved as a pdf file in the designated location.

Excel:

1. Open the file you want to convert.
2. Click the PDF icon on the application tool bar or choose File, Create Adobe PDF.
3. At the Save PDF File As window, indicate where you want to save the file and the file name.
4. Click Save. The file is now converted and saved as a pdf file in the designated location.

Go to the Agency Info tab on the Fiscal Note screen

At the **Console**, click on the "Modify Fiscal Note" icon . This will take you to the **Fiscal Note** screen. On the Agency Info tab, users will have the ability to attach a document.

- Enter a description of the attachment in the description text box.
- When the user clicks the Browse button, the operating system's open file selection box will open to facilitate the file selection. The user selects the desired file as usual. The user will then be returned to the Agency Info tab and the file name will appear in the box next to the Browse button.
- Click the Add Document button to attach the document to the request. The document information will be displayed in the document table.

Click on the document icon next to a line in the table to view the document.

Click on the delete icon next to a line to delete the attachment from the fiscal note. The item will then disappear from the list.

Label the attachments

When a user views the fiscal note, they will see one document that will include the fiscal note form followed by the attachments in the order in which they were attached.

If you include attachments, take care that you reference them clearly in the fiscal note narrative and that you label or title the attachments in a way that will aid the reader.

4.7 How do I copy information from another source document?

Copy and paste by section method

The Cash Receipts, Expenditures, FTEs, and Capital tabs of the **Fiscal Note** screen, each have a Paste from Spreadsheet button to facilitate pasting data contained in a spreadsheet into the system. Text can be transferred to the text boxes in the system using the standard copy and paste method section by section.

To copy/paste from a spreadsheet into a section:

- Make sure your spreadsheet has the same column layout as the system section and follow the formatting protocols noted in the table below.
- Click on the Paste from Spreadsheet button in the desired section. This will open up a paste box.
- Switch back to the spreadsheet by clicking on that program's button in the task bar. Drag the cursor over the information you want to select. On the Edit menu, click Copy.
- Switch back to the Internet Fiscal Note System and click on the text box . On the Edit menu, click Paste.
- Click the save button. If the copy/paste was successful, you will be returned to the selected tab and will be able to view the data you just pasted. You will receive a message if there was a data or format error in the pasted information. If so, you may click the Clear button to clear the data, correct the spreadsheet formatting, and try the process again.

One-step copy/paste method

We have also developed a template that allows users to make just one copy/paste step to enter all of the financial and FTE data into the system. The template is available on the OFM Web site at http://www.ofm.wa.gov/budget.htm.

- ***Copy/paste template purpose***

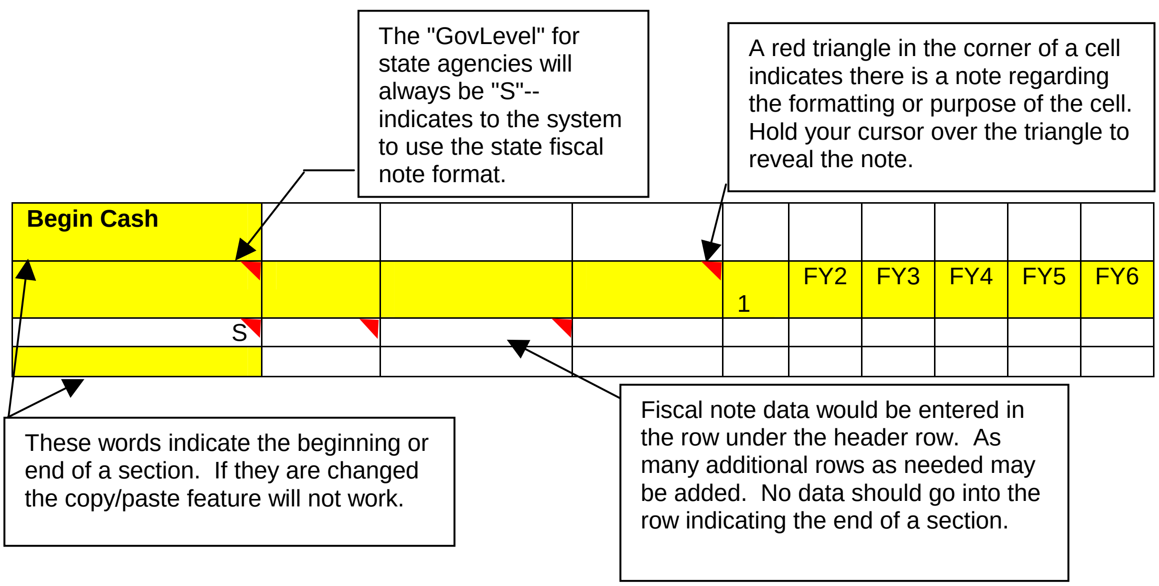
Many agencies use spreadsheets to develop the financial estimates included in a fiscal note. The Excel spreadsheet copy/paste template provides an easy way for agencies to transfer information developed in spreadsheets into the Internet Fiscal Note System. By populating this template, agencies can transfer all the financial table information required in a fiscal note into the system with just one copy/paste action.

- ***Template design***

The template has a very simple format. There are six sections, one for each of the possible financial data tables in the fiscal note form:

- Cash receipts
- Expenditures by fund
- Expenditures by object
- FTEs
- Expenditures by program
- Capital costs

Each section is set up as a table which includes the required data columns for that portion of the fiscal note. Each section is bordered by cells labeled "Begin ------" and "End -----". The system will read these tags to determine the beginning and end of the data for each section. If these cells or the column headers are changed in any way, the copy/paste function will not work.



- ***Preparing the template***

- In most of the sections, you may insert as many rows within the boundaries of the sections as needed making sure to put an "S" in the "Gov Level" column of each row. The Expenditures by Object and Capital sections are fixed row sections, with the rows being pre-defined in the template. Rows should not be added to these sections
- You may put formulas or links to other spreadsheets in the cells, but be sure to format the cell so that it displays the numerical result of the formula or link.

- The system will ignore empty sections, blank lines, and rows with all zero amounts. If you plan to link another spreadsheet to this template, you may add rows to the template in the appropriate sections to match the number of rows of data you wish to link to in the other spreadsheet. If the values returned are zero, the system will simply ignore them.
- Follow the formatting rules listed below. (These formatting notes are also contained in the template. Any cell with a red triangle in the corner contains a note. Place the cursor on the triangle to reveal the note.)

- ***Copying and pasting from the template***

1. Open the appropriate Excel spreadsheet copy/paste template for the fiscal note you are working on.
2. In the Internet Fiscal Note System, go to bottom of the Summary tab and click the Paste All Fiscal Note Data button. This will open up a text box for pasting. (To switch between the Internet Fiscal Note System and the Excel spreadsheet template, click the desired program's button on the taskbar.)
3. Switch to the Excel spreadsheet copy/paste template. Select the entire spreadsheet template for copying by clicking on the cell in the upper left hand corner of the spreadsheet, the cell above Row 1 and left of column A. On the Edit menu, click Copy.
4. Switch back to the Internet Fiscal Note System by clicking on the system button on the taskbar. Click on the text box. On the Edit menu, click Paste. Scroll to the bottom of the screen and click the Save button.

If the copy/paste was successful, you will be returned to the Summary tab and will be able to view all of the data in the correct places on the other tabs. If there is an error in the data, the system will return an error message noting the problem that needs to be corrected. You may then click the Clear Paste Screen button to remove the data in the system. Then switch back to the Excel spreadsheet copy/paste template, make the necessary changes, and repeat the copy/paste steps 2-4 above.

Template Formatting Guide

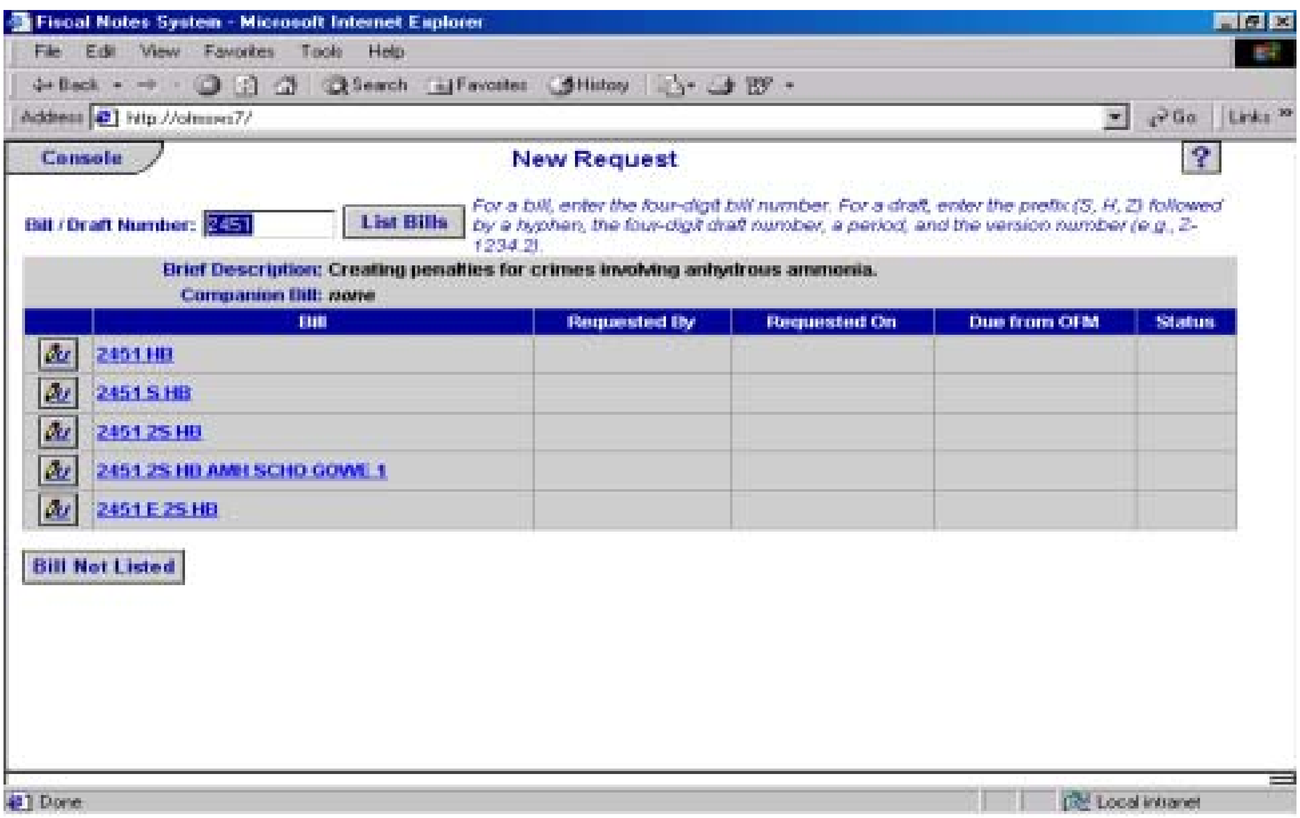
Cell Type	Sections Where Included	Formatting requirements
Fund Number	Á Cash Receipts Á Expenditures by Fund	Á Fund number must be a valid fund or the word "NEW" Á 3 characters are allowed Á Format as text so that "001" does not become "1"
Fund Description	Á Cash Receipts Á Expenditures by Fund	Á This is needed only if the fund is NEW. Á Up to 80 characters allowed
Fund Type	Á Cash Receipts Á Expenditures by Fund	Valid values are: Á 1 for State Á 2 for Federal Á 6 for Nonappropriated Á 7 for Private/Local
Fiscal Year Financial Data	Á Cash Receipts Á Expenditures by Fund Á Expenditures by Object Á Expenditures by Program Á Capital Costs	Á Use whole dollars without formatting (commas, dollar signs, etc.) Á Use a dash to indicate a negative number Á Empty cells or zeros will be ignored
Object Codes and Object Descriptions	Á Expenditures by Object	Á Do not alter. These are already entered and formatted in the template.
Job Class Descriptions	Á FTEs	Á Up to 50 characters allowed
Salary	Á FTEs	Á Use whole dollars without formatting (commas, dollar signs, etc.)
FTEs by Fiscal Year	Á FTEs	Á Up to two decimal points allowed
Program Code	Á Expenditures by Program	Á Up to three characters allowed
Program Description	Á Expenditures by Program	Á Up to 80 characters allowed

4.8 How do I initiate an unsolicited fiscal note?

Go to the Console

1. From the **Console**, click on the Create Unsolicited Fiscal Note button.
2. Enter the bill number or draft number and click the List Bills button to display a list of valid versions of the bill identified.
3. Choose the version of the bill you want to prepare a fiscal note on and click the "Modify Fiscal Note" icon  . This takes you to the **Fiscal Note** screen where you can prepare the fiscal note.
4. If the version of the bill or draft is not listed, click the Bill Not Listed button. Enter the appropriate information and click **OK**. *This should take you to the **Fiscal Note** screen where you can then prepare the fiscal note.*

If you are preparing an unsolicited fiscal note on a proposed substitute bill, use the bill number rather than the bill draft number. You will need to attach the bill language when you release the fiscal note to OFM. [See Section 4.6 on how to attach documents.]



4.9 How do I view a distributed fiscal note?

Click on the View Fiscal Note button

Once a fiscal note has been distributed, users are able to view the entire package through the agency console or at the OFM Web Page.

1. From the **Console**, click the "View Status" icon for a particular bill that has been distributed.

2. The next screen displays the status of the fiscal note request. Click the View Fiscal Note button to view a distributed fiscal note package.

   - The package consists of a rollup page labeled Multiple Agency Fiscal Note Summary followed by the individual agency fiscal notes, including the Local Government Fiscal Note and/or Judicial Impact Note, if applicable.

   - The screen also allows the user to print the package. Be sure to use the print icon on the lower toolbar.

OFM Public site

Users can also go to the OFM public Web site to view distributed fiscal notes. The address is: http://www.ofm.wa.gov/fns/.

4.10 How do I use the search function?

Click on the Search button

1. From the **Console**, click the Search button to go to the **Search** screen.

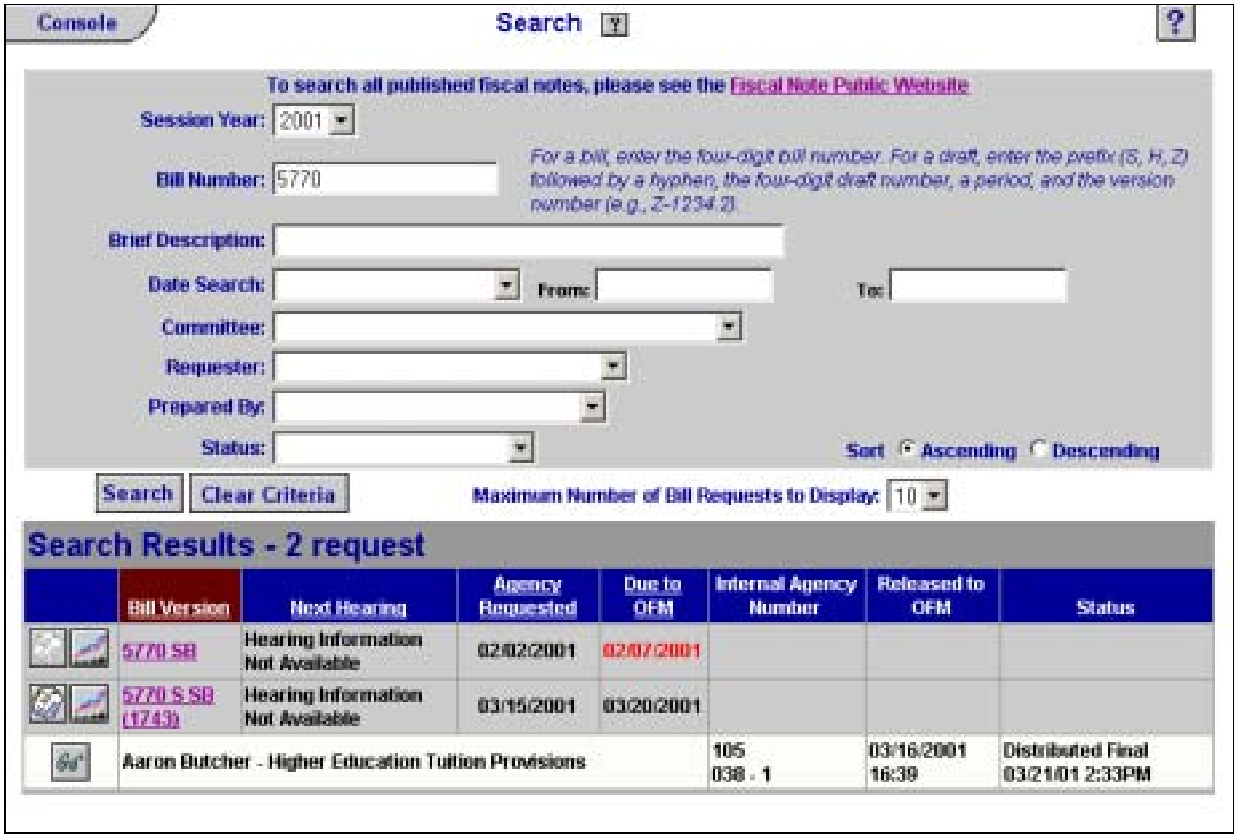
2. The **Search** screen enables the user to search fiscal note requests by: bill number, brief description, type of date, requester, committee, type, prepared by, status. Select the desired parameters and click the Search button.

   - The search will produce a table of results. An icon next to each request will enable the user to link to the **Status** and **Fiscal Note** screens.

   - Click on the underlined column heading to sort the results by that column criteria. (This feature is available on the tables on the other screens.)

   - The Clear Criteria button clears the search settings.

The list will indicate the companion bill of the bill number requested, if one.



4.11 How do I delete a version of a fiscal note?

Deleting a fiscal note from the system

The ability to delete a version of a fiscal note is only available to those assigned by the agency's security officer. Only fiscal notes that have not been released to OFM can be deleted.

- If you are authorized to delete a version, on the **Console** click the "Delete" icon  to the left of the fiscal note version you want to delete. When a fiscal note has been deleted, it cannot be undone.

4.12 Why can't I see my changes when I view my fiscal note?

Internet cache settings

Once a user modifies his/her fiscal note and saves the changes, he should be able to view the changes. If this is not happening, the probable cause is the cache settings on the Internet browser. Follow the instructions below to check for the proper cache settings.

- From Internet Explorer, select **Internet Options** from the **Tools** menu.
- Click the Settings button under Temporary Internet Files. Select the option **"every visit to the page"** and click **OK**.

4.13 System maintenance features

Changing your password

From the **Console**, click the Change Password button to go to the **Change Password** screen. Enter old and new passwords as indicated. Click the Change Password button to change the password.

Authorizing system access

Access the User Management function by clicking the Manage Users button located in the top row of buttons at the Console page. This button is only available to those assigned the Agency Security Officer role.

Click the New User button to add a new user. Select a name from the list of Authorized System Users to update user information.

Required Fields:

- First Name
- Last Name
- User Type
- User ID (suggest a minimum of 8 characters, maximum is 13 characters; must be unique throughout the system)
- Email Address
- Role
- Telephone Number

User Types:

- ↓# Primary Contact: Primary fiscal note contact, will receive all emails from the system
- ↓# Secondary Contact: Secondary fiscal note contact, will be cc'd on all emails from the system
- ↓# Standard User: Standard agency user

Roles:

Assign each user every role that user needs. Hold down the Ctrl button and use the mouse to click all the roles to be assigned to each user.

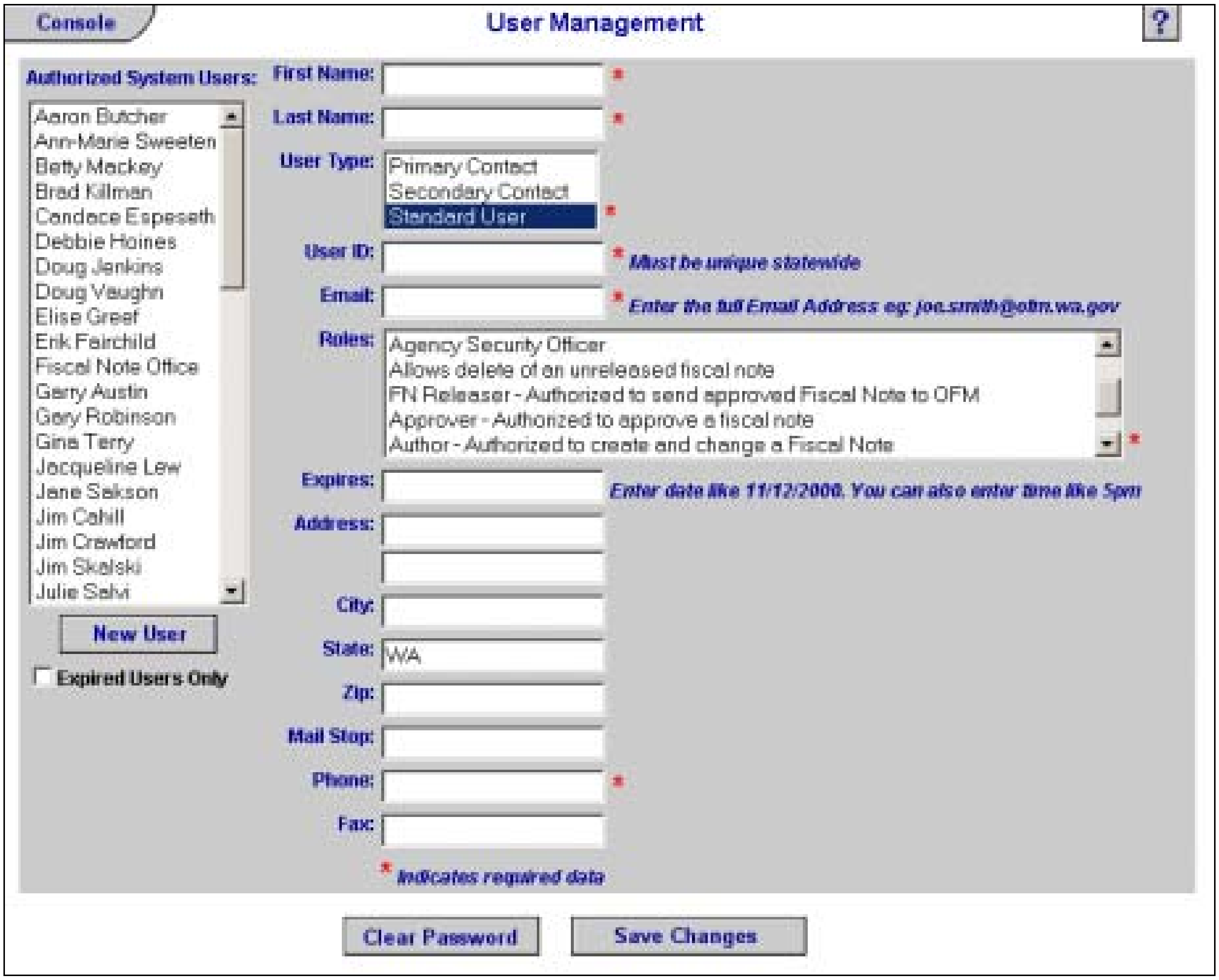
- ↓# Agency Security Officer: Manages users of the system, assigns agency staff access to the Internet Fiscal Note System and their role
- ↓# Allows delete of an unreleased Fiscal Note: Authorized to delete versions of unreleased fiscal notes
- ↓# FN Releaser: Authorized to release agency-approved fiscal notes to OFM
- ↓# Approver: Authorized to approve a fiscal note for the agency
- ↓# Author: Authorized to create and change a fiscal note for the agency, can also view a fiscal note
- ↓# XML transfer: Restricted access, used by specific agencies to transfer fiscal notes electronically from an in-house system to the Internet Fiscal Note System
- ↓# Read Only: Authorized to only view fiscal notes and status information

Once a user has been established, any field can be updated except the user id. Select the user name from the list of Authorized System Users. Update the fields as necessary.

An expiration date can be set for each user. To delete a user who has left the agency, set an expiration date.

Use the Clear Password button to clear a user's password and reset it to "password."

Click the Save button to save changes and clear the form. If changes have been made to the form and another user's name or the New User button is clicked, a message will pop up indicating you have made changes. The changes can be saved or cancelled.


Console
User Management
?
Authorized System Users:
Aaron Butcher
Ann-Marie Sweeten
Betty Mackey
Brad Killman
Candace Espeseth
Debbie Hoines
Doug Jenkins
Doug Vaughn
Elise Greef
Erik Fairchild
Fiscal Note Office
Garry Austin
Gary Robinson
Gina Terry
Jacqueline Lew
Jane Sakson
Jim Cahill
Jim Crawford
Jim Skalski
Julie Salvi
New User
Expired Users Only
First Name:
Last Name:
User Type:
Primary Contact
Secondary Contact
Standard User
User ID:
Must be unique statewide
Email:
Enter the full Email Address eg: joe.smith@ofm.wa.gov
Roles:
Agency Security Officer
Allows delete of an unreleased fiscal note
FN Releaser - Authorized to send approved Fiscal Note to OFM
Approver - Authorized to approve a fiscal note
Author - Authorized to create and change a Fiscal Note
Expires:
Enter date like 11/12/2000. You can also enter time like 5pm
Address:
City:
State:
WA
Zip:
Mail Stop:
Phone:
Fax:
* Indicates required data
Clear Password
Save Changes

Appendix

A-1 Definitions

Amended: Any change in a bill, resolution, or memorial. A committee amendment is an amendment proposed in a committee meeting. A floor amendment is an amendment proposed on the floor of the legislative chamber.

Bill: A proposed change to current law presented to the Legislature for consideration ("SB" = Senate Bill, "HB" = House Bill).

Concurrent Resolution: Relates to the internal operation of the Legislature; one house concurs in the action of the other.

Cutoff Dates: Certain times set by the Legislature for specified actions such as bill introduction, committee action, or passage of bills by either house.

Draft Fiscal Note: An unsigned fiscal note released by OFM before review by OFM staff. This approach is occasionally taken to enable the legislative committee to review the agency submittal before the hearing.

Draft Legislation: Code Reviser draft of proposed law that may be introduced as a bill or resolution. The Code Reviser draft number is preceded by an "H," "S," or "Z" that identifies where the draft originated. H indicates House member or staff; S indicates Senate member or staff; and Z indicates other, usually a state agency, board, or commission.

Engrossed: Reflects all amendments made to a bill, resolution, or memorial in its house of origin (indicated by an "E").

Fiscal Note: A reasonable estimate of the cost of a piece of legislation based on stated assumptions.

Initiative: The right and procedure by which citizens can propose a law by petition and ensure its submission to the electorate.

Joint Memorial: A message or petition addressed to the President and/or Congress of the United States or the head of any other branch of the federal government asking for consideration of some matter of concern to the state or region.

Joint Resolution: An act of the Legislature that proposes an amendment to the state constitution for reference to the people for acceptance or rejection.

Preliminary Fiscal Note: Approved fiscal notes released by OFM as part of a package on a multi-agency fiscal note. This usually happens when certain fiscal notes in the package have not yet been received or reviewed by OFM.

Re-engrossed: Additional amendment in original house after bill has passed off second reading (indicated by an "R").

Substitute: Replaces the entire bill, resolution, or memorial. (An "S" precedes "SB" or "HB"; "2S" indicates second substitute.)

Unsolicited Fiscal Note: A fiscal note created by an agency that has not been requested by OFM.